



Board of Supervisors Family & Social Services Cluster Agenda Review Meeting

DATE: April 30, 2025

TIME: **2:30PM**

MEETING CHAIRS: Monica Banken, 5th Supervisorial District

CEO MEETING FACILITATOR: Claudia Alarcon

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055.

To participate in the meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration

500 West Temple Street

Los Angeles, California 90012

Room 140

To participate in the meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 995 916 944# or

[Click here to join the meeting](#)

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to: ClusterAccommodationRequest@bos.lacounty.gov

Members of the Public may address the Family & Social Services Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

- I. **Call to Order**
- II. **Consent Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
 - a. **Aging and Disabilities Department (AD):** Request Authorization to Award and Execute Fiscal Year 2025-26 Subaward for Dietary Administrative Support Services Program.
 - b. **AD:** Request Authorization to Award and Execute Noncompetitive (Sole Source) Subawards for Elderly Nutrition Program Services.
 - c. **AD:** Request Authorization to Award and Execute Fiscal Year 2025-26 Subaward for Information and Assistance Program.
 - d. **Department of Children and Family Services (DCFS):** Request to Approve a Sole Source Amendment to the Education Specialist Services Contract.
 - e. **DCFS:** Request to Approve an Extension to the Sole Source Contract for Consultant Services.
- III. **Motions:**
 - SD1: Advancing CalAIM Benefits for Transition Age Youth.

IV. Presentation/Discussion Items:

- a. Department of Public Social Services:** Los Angeles Homeless Services Authority for Coordinated Entry System for Families Services Contract.
- b. DCFS/ Office of Child Protection:** Request to Approve to Execute a Master Agreement Work Order for the Provision of Community Engagement and Related Services to Support the Piloting Neutral Facilitation of Child and Family Teams for Youth.

V. Public Comment

- VI.** Standing item(s) and those continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.

VII. NOTICE OF CLOSED SESSION THAT WILL PRECEDE THE PUBLIC PORTION OF THE MEETING:

CS1- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation 1:30PM
Government Code Section 54956.9, subdivision (d)(2)
Joanna Mancilla v. County of Los Angeles.
Department: Child and Family Services

CS2- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation 2:00PM
Government Code Section 54956.9, subdivision (d)(2)
Rachel Scanlon, et al v. County of Los Angeles
Department: Child and Family Services

- VIII.** Adjournment

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE FAMILY & SOCIAL SERVICES CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL ADDRESS AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

Family_Social_Services@ceo.lacounty.gov

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/30/2025	
BOARD MEETING DATE	5/20/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Aging and Disabilities (AD)	
SUBJECT	The County of Los Angeles (County), Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute the Dietary Administrative Support Services Program Subaward for the term effective July 1, 2025 through June 30, 2026 with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years with CNS/RQA/CA, Inc. for an anticipated annual amount of \$719,400 or a maximum of \$2,877,600 including all option years; and execute amendments with this Subrecipient, as needed, during the Subaward Term.	
PROGRAM	Dietary Administrative Support Services Program (DASSP)	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why: N/A	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS	None. This is a new Subaward.	
COST & FUNDING	Total cost: \$ 2,877,600	Funding source: Older Americans Act (OAA) Title III-C (Nutrition Services)
	TERMS (if applicable): One (1) year with three (3) annual renewal options for a maximum of four (4) years.	
PURPOSE OF REQUEST	AD conducted a competitive Request for Proposals (RFP) solicitation on December 17, 2024, resulting in CNS/RQA/CA, Inc., a for-profit organization, as the successful Proposer. CDA has approved the award to CNS/RQA/CA, Inc. under Title 22 California Code of Regulations Section 7362 (Pre-Award Review), which requires an AAA to obtain CDA approval prior to awarding a contract to a for-profit entity. As such, we intend to award and execute this Subaward upon your Board's approval for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years.	

BACKGROUND (include internal/external issues that may exist including any related motions)	<p>The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these Program services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including DASSP services, that enhance the quality of life for older adults and help older adults remain in their homes and communities as they age.</p> <p>AD provides several million meals each year to older adults in their homes and at congregate meal sites through the Elderly Nutrition Program (ENP). Through DASSP, registered dietitians provide nutritional guidance and support to ENP vendors and clients. These dietitians ensure ENP meal services meet nutritional, food safety, and other requirements. They also provide nutrition counseling and education related to meal planning, obesity prevention, dietary best practices, and other topics to support the nutritional health of ENP clients.</p>
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Victoria Jump, Assistant Director, (213) 856-1219, VJump@ad.lacounty.gov

BOARD OF SUPERVISORS

Hilda L. Solis

Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

Kathryn Barger

May 20, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

EXECUTIVE LEADERSHIP

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Director

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Chief Deputy Director

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Community & Senior Centers:

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Disability Information &

Access Line:

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Dear Supervisors:

**AUTHORIZATION TO AWARD AND EXECUTE
FISCAL YEAR 2025-26 SUBAWARD FOR
DIETARY ADMINISTRATIVE SUPPORT SERVICES PROGRAM**

**(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

The County of Los Angeles (County), Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute the Dietary Administrative Support Services Program (DASSP) Subaward for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum of total Subaward term of four (4) years with CNS/RQA/CA, Inc. for an anticipated annual amount of \$719,400 and execute amendments with this Subrecipient, as needed, during the Subaward term.

IT IS RECOMMENDED THAT YOUR BOARD

- 1) Approve and authorize AD's Director, or designee, to award and execute the DASSP Subaward for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years with CNS/RQA/CA, Inc. for an anticipated annual amount of \$719,400. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of DASSP, as well as Subrecipient's adherence to its Subaward terms.



AD will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward and will provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

- 2) Approve and authorize AD's Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County during the Subaward term as follows: 1) add new, relevant, or updated federal, State, County Subaward and/or other terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
- 3) Delegate authority to the Director of AD, or designee, to terminate Subaward with the Subrecipient upon their request, and those that have closed or are in default of their Subaward requirement, for Subrecipient default or for the convenience of the County, provided: a) County Counsel's approval is obtained prior to termination of the Subaward, and b) the Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)

The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all geographic areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these program services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including DASSP services, that enhance the quality of life for older adults and help older adults remain in their homes and communities as they age.

AD provides several million meals each year to older adults in their homes and at congregate meal sites through the Elderly Nutrition Program (ENP). Through DASSP, registered dietitians provide nutritional guidance and support to ENP vendors and clients. These dietitians ensure ENP meal services meet nutritional, food safety, and other requirements. They also provide nutrition counseling and education related to meal planning, obesity prevention, dietary best practices, and other topics to support the nutritional health of ENP clients.

AD conducted a competitive Request for Proposals (RFP) solicitation on December 17, 2024, which resulted in CNS/RQA/CA, Inc., a for-profit organization, being selected as the successful Proposer. CDA has approved the award to CNS/RQA/CA, Inc. pursuant to Title 22 California Code of Regulations Section 7362 (Pre-Award Review) that requires an AAA to obtain CDA approval prior to awarding a contract to a for-profit entity. As such, we intend to award and execute this Subaward upon your Board's approval.

IMPLEMENTATION OF STRATEGIC PLAN

The recommended actions support the following Countywide Strategic Plan Goals:

North Star 1, Focus Area Goal A, Strategy 2 (Improve Health Outcomes) by promoting comprehensive, inclusive, culturally-responsive competent care, healthy lifestyles, and the improvement of physical health outcomes; and Focus Area Goal D, Strategy 7 (Older Adults & People with Disabilities) by supporting purposeful aging, enhancing service delivery and care, promoting accessibility, and championing an environment where the needs, health, well-being, and rights of older adults, people with disabilities, and those who are dependent are prioritized.

North Star 2, Focus Area Goal A, Strategy 1 (Population Based Health) by focusing on our County health systems to improve health outcomes of individuals and communities with an emphasis on providing quality, accessible, and culturally responsive services; and Focus Area Goal E, Strategy 1 (Community-Based Institutions & Organizations) by strengthening the capacity, role, and partnerships with community-based institutions and organizations to help serve our communities and strengthen the social fabric within them.

FISCAL IMPACT/FINANCING

The DASSP is financed with federal Older Americans Act (OAA) Title III Part C (Nutrition Services) funds. The anticipated annual funding for the recommended Subaward is \$719,400. The requested Board authority will allow AD to allocate funds for the DASSP subaward annually for an anticipated four (4) year total of \$2,877,600 for the Subaward term of July 1, 2025 through June 30, 2029. The DASSP funding will be included in AD's Fiscal Year 2025-26 Final Adopted budget. There is no net County cost associated with this program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Subrecipient is in compliance with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. AD will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of the Subaward will commence on July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum of total Subaward term of four (4) years.

CONTRACTING PROCESS

On December 17, 2024, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-DASSP-2526 RFP. AD was seeking a qualified Proposer to provide DASSP services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: AD advertised the RFP in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Torrance Daily Breeze; Orange County Register; and La Opinion.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, AD posted notification of the RFP on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with DASSP services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 11,525 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 4,301 vendors that have signed up to receive news and information pertaining to contracting opportunities with AD. These vendors were notified regarding the release of this RFP.

A mandatory Proposers' conference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements.

AD received two (2) proposals in response to the RFP. In accordance with County requirements, the proposals were reviewed and one (1) was determined to be unresponsive and one (1) was determined to be responsive and responsible. Evaluations were conducted by teams comprised of individuals from AD, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. There were no protests in response to this evaluation and the recommendation of the award.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, AD has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Proposer was selected without regard to race, creed, or color.

MONITORING REQUIREMENT

Administrative, programmatic, and fiscal monitoring of the Subrecipient will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD's Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor Controller's Master Agreement for As-Needed Contract Audits/Studies.

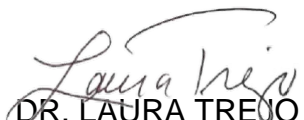
IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of DASSP services countywide. These services enhance the nutritional well-being of older adults receiving congregate and home-delivered meals within Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

CONCLUSION

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Victoria Jump, Assistant Director, at VJump@ad.lacounty.gov.

Respectfully Submitted,


DR. LAURA TREJO
Director

LT:LS:MT:VJ:IP:bf

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Enclosure

Attachment I

Los Angeles County Aging and Disabilities Department Community Business Enterprise Program Information

FIRM INFORMATION *		CNS/RQA/CA, INC.
BUSINESS STRUCTURE		For-Profit
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/ PARTNERS/ BOARD	Black/African American	3%
	Hispanic/Latino	45%
	Asian or Pacific Islander	6%
	American Indian	0%
	Subcontinent Asian	3%
	White	42%
	<i>Female (include above)</i>	87%

* Information was provided by Proposer in response to the RFP (AAA-DASSP-2526 RFP). On final analysis and consideration of award, successful Proposer was selected without regard to race, creed, or color.

BOARD LETTER/MEMO**CLUSTER FACT SHEET**☒ Board Letter☐ Board Memo☐ Other

CLUSTER AGENDA REVIEW DATE	4/30/2025	
BOARD MEETING DATE	5/20/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Aging and Disabilities (AD)	
SUBJECT	Authorize Aging and Disabilities (AD) to award and execute non-competitive (sole source) Elderly Nutrition Program (ENP) Subawards with nine (9) current governmental Subrecipients, and execute amendments, as needed, during the Subaward term.	
PROGRAM	Elderly Nutrition Program (ENP)	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: Title 22 CCR 7360 governs ENP, which allows the County to use a non-competitive procurement if the Area Agency on Aging (AAA) is a government entity such as a city, county, or joint powers agreement agency; the prospective contractor is a government entity; and the goods and services will result in economy and efficiency.	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS	The current ENP subawards expire on June 30, 2025.	
COST & FUNDING	Total cost: \$22,500,600	Funding source: Older Americans Act (OAA) Title III C-1 (Nutrition Services), Title III C-2 (Nutrition Services), Title III B (Supportive Services and Senior Centers), and Modernization of Older Californians Act (MOCA) funds.
	Terms (if applicable): One (1) year with three (3) years and six (6) month-to-month renewal options for a maximum of four (4) and a half years.	
PURPOSE OF REQUEST	The purpose is to advise the Board of AD's intent to pursue a sole source agreement with the current Cities (Subrecipients), to provide continued services to the older adults (age sixty (60) and older). Maintaining the current providers will allow the County to continue uninterrupted services.	

BACKGROUND (include internal/external issues that may exist including any related motions)	<p>The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging (AAA) for all geographic areas of the County, except for the City of Los Angeles, which is served by another government entity. AD receives funding from CDA to administer various social service programs, including ENP, which AD contracts to service providers. ENP services include Congregate Meal sites for mobile older adult clients (age 60 and above), meals delivered to homebound clients, and grab-n-go meals for clients who need a meal but choose not to have it at the congregate site.</p> <p>Based on the ENP regulations (Title 22 California Code of Regulations Section 73 (Noncompetitive Awards)), AD is authorized to noncompetitively award these Subawards when they are made with another government entity and will result in cost savings. AD seeks your Board's approval to award the ENP Subawards to the nine (9) governmental Subrecipients because we have negotiated favorable rates and cost savings with each. Additionally, these Subrecipients have the experience and knowledge in providing program services under their current Subawards and will continue to provide ENP Services in their areas.</p>
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone #, & Email: Victoria Jump, Assistant Director, (213) 856-1219, VJump@ad.lacounty.gov

BOARD OF SUPERVISORS

May 20, 2025

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Dear Supervisors:

**AUTHORIZATION TO AWARD AND EXECUTE
NONCOMPETITIVE (SOLE SOURCE) SUBAWARDS FOR
ELDERLY NUTRITION PROGRAM SERVICES**

**(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

The County of Los Angeles (County) Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute non-competitive (sole source) Elderly Nutrition Program (ENP) Subawards with nine (9) current governmental Subrecipients, and execute amendments, as needed, during the Subaward term.

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize AD's Director or designee, to award and execute non-competitive ENP Subawards pursuant to State law for non-competitive agreements with other government entities, for the term effective July 1, 2025 through June 30, 2026, and subsequently execute up to three (3) annual renewal options with six (6) month-to-month optional extensions for a maximum Subaward term of four (4) years and six (6) months with the nine (9) governmental Subrecipients identified in Attachment I, in the combined estimated annual amount of \$5,515,800 (see Attachment I). Allocations to the Subrecipients will be subject to the availability of funding and are contingent upon each Subrecipient's performance in meeting the goals of ENP, as well as each Subrecipient's adherence to its Subaward terms. AD will obtain County Counsel approval as to the form of the Subawards prior to their execution and will provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.



2. Approve and authorize AD's Director, or designee, to execute amendments with these Subrecipients, which serve the best interests of the County during the Subaward term as follows: 1) add new, relevant, or updated federal, State, County Subaward and/or other terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
3. Approve and authorize AD's Director, or designee, to increase each Subrecipient's unit rates annually based on the most recent published percentage change in the United States Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the 12-month period preceding the Subaward commencement anniversary date, which will be the effective date for any Cost of Living Adjustment (COLA), upon request of the Subrecipient and subject to availability of funds.
4. Delegate authority to the Director of AD, or designee, to terminate Subawards with Subrecipient upon their request, and those that have closed or are in default of their Subaward requirement, for subrecipient default or for the convenience of the County, provided: a) County Counsel approval is obtained prior to termination of the Subaward, and b) the Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)

The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging (AAA) for all geographic areas of the County, except for the City of Los Angeles, which is served by another government entity. AD receives funding from CDA to administer various social service programs, including ENP, which AD contracts to service providers. ENP services include congregate meals for mobile older adult clients (age 60 and above), home delivered meals to homebound clients, and grab-n-go meals for clients who need a meal but choose not to have it at the congregate site.

Based on Title 22 California Code of Regulations Section 73 (Noncompetitive Awards), AD is authorized to noncompetitively award these Subawards when they are made with another government entity and will result in cost savings. AD seeks your Board's approval to award the ENP Subawards to the nine (9) governmental Subrecipients because we have negotiated favorable rates and cost savings with each of them. Additionally, these Subrecipients have the experience and knowledge in providing Program Services under their current Subawards and will continue to provide ENP Services in their areas.

IMPLEMENTATION OF STRATEGIC PLAN

The recommended actions support the following Countywide Strategic Plan Goals:

- North Star 1, Focus Area Goal A, Strategy 2 (Improve Health Outcomes) by promoting comprehensive, inclusive, culturally-responsive competent care, healthy lifestyles, and the improvement of physical health outcomes; and Focus Area Goal D, Strategy 7 (Older Adults & People with Disabilities) by supporting purposeful aging, enhancing service delivery and care, promoting accessibility, and championing an environment where the needs, health, well-being, and rights of older adults, people with disabilities, and those who are dependent are prioritized.
- North Star 2, Focus Area Goal A, Strategy 1 (Population Based Health) by focusing on our County health systems to improve health outcomes of individuals and communities with an emphasis on providing quality, accessible, and culturally responsive services; and Focus Area Goal E, Strategy 1 (Community-Based Institutions & Organizations) by strengthening the capacity, role, and partnerships with community-based institutions and organizations to help serve our communities and strengthen the social fabric within them.

FISCAL IMPACT/FINANCING

The ENP is financed with a combination of federal Older Americans Act (OAA) monies including OAA Title III C-1 (Nutrition Services), Title III C-2 (Nutrition Services), and Title III B (Supportive Services and Senior Centers) funds. The OAA monies originate from the federal grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the federal monies to CDA, the State pass-through entity, and CDA provides this funding to AD to operate the Program. Additionally, AD received funds from CDA through the Modernization of the Older Californians Act (MOCA), which are intended to enhance and expand services, including supporting and maintaining nutrition services for California's rapidly growing and diverse older adult population. The MOCA funds are available through March 31, 2029.

The estimated combined annual funding for the nine (9) recommended ENP Subawards is \$5,515,800. The requested Board authority will allow AD to allocate funds for the ENP Subawards annually for an estimated combined four (4) years and six (6) months total of \$22,500,600 for the Subaward term of July 1, 2025, through December 31, 2029. The ENP funding will be included in AD's Fiscal Year 2025-26 Final Adopted budget. There is no net County cost associated with this program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with Board Policy 5.100 (Sole Source Contracts), AD notified your Board on January 24, 2025, of our intent to enter negotiations for these sole source Subawards. AD

received approval from the CEO as indicated in our sole source justification (Attachment II). These Subrecipients are all current providers who are in compliance with all Board and County requirements, and there are no fiscal or performance issues noted under their existing Subawards. The sole source Subawards will include standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate these Programs. County Counsel has confirmed that these Subawards are not subject to the requirements for Proposition A in which living wage laws would be applicable. AD will obtain County Counsel approval as to the form of the Subawards prior to their execution and/or amendment.

As provided in Recommendation 3, AD may increase each Subrecipient's unit rates annually based on the most recent published percentage change in the United States Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the 12-month period preceding the Subaward commencement anniversary date, which will be the effective date for any Cost of Living Adjustment (COLA).

These Subawards are cost reimbursement, which requires that total payments are based on actual costs for services. Unit rates have been established as the method used by Subrecipients to bill for services. The terms and conditions will include a provision for AD to negotiate rate decreases in the event that AD determines that Subrecipient's rates exceed the actual costs to provide services.

CONTRACTING PROCESS

State regulations governing ENP are outlined in Title 22 California Code of Regulations Section 7360 (Noncompetitive Awards), allow an awarding agency, as defined in Title 45 Code of Federal Regulations Part 92.3 (i.e., County), to conduct a noncompetitive procurement when the awarding agency (i.e., County) authorizes this procurement method and the noncompetitive/sole source award will result in cost savings. These sole source Subawards meet both conditions.

MONITORING REQUIREMENTS

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD's Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

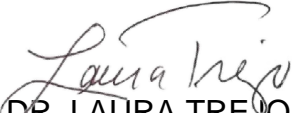
IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of ENP services to clients in the areas served by these Subrecipients. These services provide vital support and resources to the residents of Los Angeles County (excluding the City of Los Angeles). As such, it is in the County's best interest to execute these Subawards.

CONCLUSION

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Victoria Jump, Assistant Director, at VJump@ad.lacounty.gov.

Respectfully Submitted,


DR. LAURA TREJO
Director

LT:LS:MT:VJ:IP:bf

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Enclosure

ATTACHMENT I

Fiscal Year 2025-26 Elderly Nutrition Program Allocations

Subrecipient	Estimated Allocation		Total
	OAA	MOCA	
Burbank, City of	\$600,600	\$121,600	\$722,200
El Monte, City of	\$175,800	\$35,600	\$211,400
Gardena, City of	\$621,200	\$125,700	\$746,900
Glendale, City of	\$443,300	\$89,600	\$532,900
Inglewood, City of	\$729,100	\$147,000	\$876,100
Norwalk, City of	\$1,016,000	\$205,800	\$1,221,800
Pomona, City of	\$384,500	\$78,000	\$462,500
South El Monte, City of	\$316,900	\$64,000	\$380,900
West Covina, City of	\$300,200	\$60,900	\$361,100
Total	\$4,587,600	\$928,200	\$5,515,800

SOLE SOURCE CHECKLIST

Department Name: _____

- ☐ New Sole Source Contract
- ☐ Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

Attachment II

Sole Source Justification

Authority to Enter into Noncompetitive Awards

AD complies with applicable statutory and/or regulatory provisions, specifically with Title 22 California Code of Regulations (CCR) Section 7360 (Noncompetitive Awards).

Title 22 CCR 7360 governs Elderly Nutrition Program (ENP), which allows the County to use a noncompetitive procurement if the Area Agency on Aging (AAA) is a government entity such as a city, county, or joint powers agreement agency; the prospective contractor is a government entity; and the goods and services will result in economy and efficiency.

AD is the designated AAA for the local region, or Planning and Service Area (PSA) 19, in California. The AAA is a public or private nonprofit agency designated by the California Department of Aging to address the needs of the older adult population residing in local PSAs. As the AAA for PSA 19, AD (County) is exempt from the competitive bid process as it is an administrator for the County of Los Angeles, its prospective ENP subrecipients are city entities, and the subawards will result in cost savings pursuant to Title 22 CCR 7360.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/30/2025		
BOARD MEETING DATE	5/20/2025		
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Aging and Disabilities (AD)		
SUBJECT	The County of Los Angeles (County), Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute the Information and Assistance Program (IAP) Subaward for the term effective July 1, 2025 through June 30, 2026 with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years with The Information and Referral Federation of Los Angeles County (DBA 211 LA) for an anticipated annual amount of \$375,000 or a maximum of \$1,500,000 including all option years; and execute amendments with this Subrecipient, as needed, during the Subaward Term.		
PROGRAM	Information and Assistance Program (IAP)		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A		
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable		
DEADLINES/ TIME CONSTRAINTS	None. This is a new Subaward.		
COST & FUNDING	Total cost: \$ 1,500,000	Funding source: Older Americans Act (OAA) Title III-B and Title III-E	
	TERMS (if applicable): One (1) year with three (3) annual renewal options for a maximum of four (4) years		
PURPOSE OF REQUEST	AD conducted a competitive Request for Proposals (RFP) solicitation on December 20, 2024, which resulted in The Information and Referral Federation of Los Angeles County (DBA 211 LA) being selected as the successful Proposer, and we intend to award and execute this Subaward upon your Board's approval for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years.		

BACKGROUND (include internal/external issues that may exist including any related motions)	The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these Program Services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including IAP Services, which provide telephonic information and assistance and follow up services to requesting older adults (60 and older), adults with disabilities and family caregivers within the Los Angeles County Area Agency on Aging (AAA) jurisdiction, or Program Service Area (PSA) 19 to address and meet their specific needs.
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Victoria Jump, Assistant Director, (213) 856-1219, VJump@ad.lacounty.gov

BOARD OF SUPERVISORS

May 20, 2025

Hilda L. Solis

Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

Kathryn Barger

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

EXECUTIVE LEADERSHIP

Dr. Laura Trejo
Director

Lorenza C. Sánchez
Chief Deputy Director

Mike Tsao
Administrative Deputy II

Anna Avdalyan
Assistant Director

Dr. Solomon Shibeshi
Assistant Director

Victoria Jump
Assistant Director

Ivan Pacheco
Chief Information Officer

GET IN TOUCH

510 S. Vermont Avenue, Suite 1100

Los Angeles, CA 90020

ad.lacounty.gov

info@ad.lacounty.gov

Aging & Adult Information & Assistance Line:

(800) 510-2020

Report Elder Abuse:

(877) 477-3646

Community & Senior Centers:

(800) 689-8514

Disability Information &

Access Line:

(888) 677-1199

Dear Supervisors:

**AUTHORIZATION TO AWARD AND EXECUTE
FISCAL YEAR 2025-26 SUBAWARD FOR
INFORMATION AND ASSISTANCE PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

The County of Los Angeles (County), Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute the Information and Assistance Program (IAP) Subaward for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum of total Subaward term of four (4) years with The Information and Referral Federation of Los Angeles County (DBA 211 LA) for an anticipated annual amount of \$375,000 and execute amendments with this Subrecipient, as needed, during the Subaward term.

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize AD's Director, or designee, to award and execute the IAP Subaward for the term effective July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum total Subaward term of four (4) years with The Information and Referral Federation of Los Angeles County (DBA 211 LA) for an anticipated annual amount of \$375,000. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of IAP, as well as Subrecipient's adherence to its Subaward terms.



AD will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize AD's Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County during the Subaward term as follows: 1) add new, relevant, or updated federal, State, County Subaward and/or other terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
3. Delegate authority to the Director of AD, or designee, to terminate subaward with the Subrecipient upon their request, and those that have closed or are in default of their Subaward requirement, for Subrecipient default or for the convenience of the County, provided: a) County Counsel's approval is obtained prior to termination of the Subaward, and b) the Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)

The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these program services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including IAP services, which provide telephonic information and assistance and follow up services to requesting older adults (60 and older), adults with disabilities and family caregivers within the Los Angeles County Area Agency on Aging (AAA) jurisdiction, or Program Service Area (PSA) 19, to address and meet their specific needs.

AD conducted a competitive Request for Proposals (RFP) solicitation on December 20, 2024, which resulted in The Information and Referral Federation of Los Angeles County (DBA 211 LA) being selected as the successful Proposer, and we intend to award and execute this Subaward upon your Board's approval.

IMPLEMENTATION OF STRATEGIC PLAN

The recommended actions support the following Countywide Strategic Plan Goals:

- North Star 1, Focus Area Goal A, Strategy 2 (Improve Health Outcomes) by promoting comprehensive, inclusive, culturally-responsive competent care, healthy lifestyles, and the improvement of physical health outcomes; and Focus Area Goal D, Strategy 7 (Older Adults & People with Disabilities) by supporting purposeful aging, enhancing service delivery and care, promoting accessibility, and championing an environment where the needs, health, well-being, and rights of older adults, people with disabilities, and those who are dependent are prioritized.
- North Star 2, Focus Area Goal A, Strategy 1 (Population Based Health) by focusing on our County health systems to improve health outcomes of individuals and communities with an emphasis on providing quality, accessible, and culturally responsive services; and Focus Area Goal E, Strategy 1 (Community-Based Institutions & Organizations) by strengthening the capacity, role, and partnerships with community-based institutions and organizations to help serve our communities and strengthen the social fabric within them.

FISCAL IMPACT/FINANCING

The IAP is financed with federal Older Americans Act (OAA) Title III-B and Title III-E funds. The anticipated annual funding for the recommended Subaward is \$375,000. The requested Board authority will allow AD to allocate funds for the IAP Subaward annually for an anticipated four (4) year total of \$1,500,000 for the Subaward term of July 1, 2025 through June 30, 2029. The IAP funding will be included in AD's Fiscal Year 2025-26 Final Adopted budget. There is no net County cost associated with this program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Subrecipient is in compliance with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. AD will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of the Subaward will commence on July 1, 2025 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options for a maximum of total Subaward term of four (4) years.

CONTRACTING PROCESS

On December 20, 2024, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-IAP-2526 RFP. AD was seeking a qualified Proposer to provide IAP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: AD advertised the RFP in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Torrance Daily Breeze; Orange County Register; and La Opinion.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, AD posted notification of the RFP on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with IAP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 1,666 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 4,290 vendors that have signed up to receive news and information pertaining to contracting opportunities with AD. These vendors were notified regarding the release of this RFP.

A mandatory Proposers' conference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements.

AD received three (3) proposals in response to the RFP. In accordance with County requirements, the proposals were reviewed and two (2) were determined to be unresponsive and one (1) was determined to be responsive and responsible. Evaluations were conducted by teams comprised of individuals from AD, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. There were no protests in response to this evaluation and the recommendation of the award.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, AD has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Proposer was selected without regard to race, creed, or color.

MONITORING REQUIREMENT

Administrative, programmatic, and fiscal monitoring of the Subrecipient will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD's Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of IAP services countywide. These services provide vital support and resources to the residents of Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

CONCLUSION

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Victoria Jump, Assistant Director, at VJump@ad.lacounty.gov.

Respectfully Submitted,



DR. LAURA TREJO
Director

LT:LS:MT:VJ:IP:lt

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Enclosure

Attachment I

Los Angeles County Aging and Disabilities Department Community Business Enterprise Program Information

FIRM INFORMATION *		The Information and Referral Federation of Los Angeles County (DBA 211 LA)
BUSINESS STRUCTURE		Non-Profit
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/ PARTNERS/ BOARD	Black/African American	13%
	Hispanic/Latino	66%
	Asian or Pacific Islander	5%
	American Indian	1%
	Subcontinent Asian	0%
	White	15%
	<i>Female (include above)</i>	79%

* Information was provided by Proposer in response to the RFP (AAA-IAP-2526 RFP). On final analysis and consideration of award, successful Proposer was selected without regard to race, creed, or color.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/30/2025	
BOARD MEETING DATE	5/20/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Department of Children and Family Services	
SUBJECT	New Contract	
PROGRAM	Education Specialist	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why: This is a sole source contract with LACOE as they are contributing to the services being provided. Please see details below.	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS	A budget increase is being requested for the current contract with the Los Angeles County Office of Education (LACOE) Contract No 24-0018 for fiscal year (FY) 25-26.	
COST & FUNDING	Total cost: \$8,609,703	Funding source: 100 percent State Realignment funds. Sufficient funding is included in the Department's Fiscal Year Recommended Budget and will be included for subsequent fiscal years in DCFS' future budget requests.
	TERMS (if applicable): The full term of the contract is three years, initial year July 1, 2023 through June 30, 2024, plus two one-year options.	
	Explanation: The current annual budget for DCFS is \$2,632,505 per year. DCFS is requesting that:: <ul style="list-style-type: none"> • Extended by exercising the second one-year optional year from July 1, 2025, to June 30, 2026. • The request for a budget increase for FY 25-26 in the amount of \$712,188.00 for LACOE's second one-year option (3rd contract year). FY 25-26 would now be \$3,344,693. 	
PURPOSE OF REQUEST	The Education Specialists are effectively addressing the educational needs of our school-aged child(ren) and it is important that this need continues to be met. The Education Specialists Services contract supports school districts in their efforts to comply with the State's recently enacted Local Control Funding Formula (LCFF) to improve the educational outcomes of child(ren) in foster care. The LCFF provides funding to and holds school districts accountable for the progressive educational improvements of foster youth. In turn, the LCFF provides the Department an	

	<p>opportunity to support school districts in their efforts through the required Local Control Accountability Plans (LCAP) to be successful. The district LCAPs requires goals related to the education of foster youth, the actions the district will take to achieve these goals and associated expenditures. The Education Specialists Services contract allows DCFS, in part, to partner with school districts to work together to support the educational success of each child(ren) in foster care.</p> <p>The Department is committed to helping school districts succeed in this endeavor. This new partnership with LACOE strengthens the partnership between the school districts and the Department to communicate more efficiently and effectively about educational challenges for our shared students. LACOE manages the Education Passport System (EPS) and frequently holds meetings with school districts to address educational issues regarding child(ren) in foster care. With LACOE providing the Education Specialist services, they'll be able to utilize their existing system and network to effectively provided the educational case management services.</p>
BACKGROUND (include internal/external issues that may exist including any related motions)	<p>The Education Specialist Services Program with the Los Angeles County Office of Education (LACOE) is a one-year contract (#24-0018) with two optional one-year extensions. The program objective is to utilize the services of education experts (Education Specialists) to assist Children's Social Workers (CSWs), parents, caregivers, youth, Education Rights Holders (ERHs), and authorized DCFS staff with navigating the educational system and to assist school staff with navigating DCFS. These services ensure that the educational needs and rights of the child(ren) under the supervision of DCFS, either voluntarily or by court jurisdiction are addressed. Additionally, youth in Short Term Residential Therapeutic Programs (STRTPs) and 241.1 youth receive educational support and advocacy.</p> <p>The request is for approval to extend the current contract and increase the budget:</p> <ul style="list-style-type: none"> • Extend the current contract by exercising the second one-year option from July 1, 2025, to June 30, 2026. • The original budget approved for LACOE's services was \$4,793,897 with DCFS contributing \$2,632,505 and LACOE contributing \$2,161,392. We are currently in the second year of our ES Contract and LACOE is requesting an additional \$712,188.00 for their second one-year option (3rd contract year) from DCFS and a decrease in their contribution to the contract. <p>LACOE is requesting an increase to their budget from \$2,632,505 to \$3,344,693 for a total budget increase of \$712,188 or an overall 27% increase of their previous annual budget. Additionally, For FY 24-25, LACOE decreased their contribution from \$2,161,392 to \$1,934,467 which marked a decrease in the budget by \$226,925 which accounts for an overall budget reduction by LACOE of 10.4%.</p> <p>The original total amount to operate the ES program was initially \$4,793,897, but based on LACOE's new proposed budget for FY 25-26, with DCFS contributing \$3,344,693 and LACOE contributing \$1,934,467, the total amount will be \$5,279,160 which is an increase of \$485,263 to the original total annual contract amount. The increase in budget was preapproved by DCFS leadership on November 7, 2024.</p>
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: We are attempting to provide services to all Los Angeles County youth in foster care. We have also gathered demographic data to ensure we are targeting all youth in foster care.
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal:

	<p>Number I – Strategy I.1.4, Support Educational Outcomes for Systems-Involved Youth. The County’s Education Coordinating Council to partner with local school districts, LACOE, the Juvenile Court, DCFS and Probation to work towards improving educational outcomes for systems-involved youth by using Local Control Accounting Plans and incorporating other available supports.</p>
DEPARTMENTAL CONTACTS	<p>Name, Title, Phone # & Email:</p> <p>Jennifer Higuchi, MSW Children Services Administrator II Education & Developmental Services Section 626-261-5857 hwangj@dcfs.lacounty.gov</p> <p>Cristina Herrera, MSW Children Services Administrator I Education & Developmental Services Section herrecd@dcfs.lacounty.gov</p>



BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

May 20, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO APPROVE A SOLE SOURCE AMENDMENT TO THE EDUCATION
SPECIALIST SERVICES CONTRACT
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) requests the Board's approval to increase the funding above the Director of DCFS' delegated authority for the Education Specialist Services (ESS) Contract with the Los Angeles County Office of Education (LACOE).

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or designee, to execute an amendment, substantially similar to Attachment A, with LACOE for the provision of Education Specialist Services, to increase the budget by \$712,188 for the subsequent contract term from July 1, 2025 through June 30, 2026. The estimated Maximum Annual Contract Sum is \$3,344,693, financed by 100 percent State Realignment funds. Sufficient funding is included in the Fiscal Year 2025-2026 Budget Request.
2. Delegate authority to the Director of DCFS, or designee, to execute amendments to increase or decrease the Maximum Annual Contract Sum up to 10 percent, if such an amendment is necessary to meet a change in service demands and the necessary funding is available in the budget, provided that: a) approval from County Counsel is obtained prior to executing such amendment; and b) the Director of DCFS notifies the Board and the Chief Executive Office (CEO), in writing, within 10 business days after execution.

"To Enrich Lives Through Effective and Caring Service"

3. Delegate authority to the Director of DCFS, or designee, to execute amendments to the contract to make changes to the scope of work or the terms and conditions to meet program needs, provided that: a) prior County Counsel approval is obtained; and b) the Director of DCFS notifies the Board and the CEO, in writing, within 10 business days after execution of such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

On June 27, 2023, the Board approved the current sole source ESS contract effective July 1, 2023 through June 30, 2024, with two additional one-year options to extend through June 30, 2026. The recommended actions will allow LACOE to supply the services of education experts to assist Children's Social Workers (CSWs), parents, caregivers, youth, Education Rights Holders, and authorized DCFS staff with navigating the educational system in Los Angeles County, and assist school staff with navigating the DCFS system. The budget increase is necessary to hire two additional Education Specialists to ensure full-time support without compromising assistance to other DCFS offices. The addition of these two Education Specialists would accommodate the full-time staff support at all DCFS offices. The Education Specialists are professional educators brought in to address the more challenging aspects of our youths' educational needs, such as disciplinary actions without due diligence (expulsions and suspensions), special education challenges, advocacy in Individual Education Program meetings, enrollment disputes and denials, right to remain in their school-of-origin, credit recovery, etc. The Education Specialists are knowledgeable in education laws and regulations specific to foster youth, of which many schools are unaware, due to the foster youth population typically being only one percent of a school's population. These services will ensure the educational needs and rights of youth under the supervision of DCFS, either voluntarily or by court jurisdiction, are addressed and that they receive and have access to academic assistance, educational resources, programs, services, and benefits.

Increasing school stability improves educational outcomes for youth in foster care and makes it more likely for children to develop long-term relationships with teachers or peers at a time that is crucial to have supportive permanent connections with adults for the benefit of the youth's mental health and well-being.

Implementation of Los Angeles County's Strategic Plan Goals

The recommended actions support the County's Strategic Plan, North Star One: Make investments that transform lives, Focus Area Goal D - Support Vulnerable Populations, Strategy ii, Child Safety and Family Well-being.

FISCAL IMPACT/FINANCING

The total contract sum will increase by \$712,188 to a new Maximum Annual Contract Sum of \$3,344,693, for the contract term ending June 30, 2026. The budget increase is necessary to ensure that the Education Specialists accommodate the full-time staff support at all DCFS offices. Sufficient funding will be included in the Fiscal Year 2025-26 Budget Request. Funding of the contract will be financed using 100 percent State Realignment funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Education Specialists Services contract supports school districts in their efforts to comply with the State's recently enacted Local Control Funding Formula (LCFF) to improve the educational outcomes of foster youth. The LCFF provides funding to school districts and holds them accountable for the progressive educational improvements of foster youth. In turn, the LCFF provides the Department an opportunity to support school districts in their efforts through the required Local Control Accountability Plans (LCAP) to be successful. The district LCAPs require goals related to the education of foster youth, the actions the district will take to achieve these goals, and associated expenditures. The Education Specialists Services contract allows DCFS, in part, to partner with school districts to work together to support the educational success of each foster youth.

Board Policy 5.100, Sole Source Contracts and Amendments, and Board Policy 5.120 requires Board notification if a Department intends to negotiate a new sole source or increase Board approved contract amounts above ten percent. On April 29, 2025, DCFS notified the Board of its intent to increase the sole source ESS contract above the ten percent delegated authority.

County Counsel and the CEO have reviewed the Board letter. County Counsel has approved the amendment as to form.

IMPACT ON CURRENT SERVICES

Approval of the recommended action will enable DCFS to provide CSWs with additional Education Specialists to advocate to schools on behalf of DCFS children on all issues pertaining to education in all Supervisorial Districts.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachment to the Department of Children and Family Services.

The Honorable Board of Supervisors
May 20, 2025
Page 4

Respectfully submitted,



BRANDON T. NICHOLS
Director

BTN:JF:CMM:RW:LT
SS:TN:ec

Enclosures

c: Chief Executive Office
County Counsel
Executive Officer, Board of Supervisors



AMENDMENT NUMBER TWO

CONTRACT NUMBER 21-0042

WITH

LOS ANGELES COUNTY OFFICE OF EDUCATION

FOR

EDUCATION SPECIALIST SERVICES

**AMENDMENT NUMBER TWO
EDUCATION SPECIALIST SERVICES
CONTRACT NUMBER 21-0042**

This Amendment Number Two (hereinafter referred to as "Amendment") to the Education Specialist Services Contract Number 21-0042, (hereinafter referred to as "Contract") is made and entered into at Los Angeles, California this ____ day of _____, 2025, by and between the County of Los Angeles (hereinafter referred to as "COUNTY") and Los Angeles County Office of Education, (hereinafter referred to as "Contractor").

WHEREAS, County and Contractor are parties to the Contract adopted by the Board of Supervisors on June 27, 2023, and Contractor has been providing the County services of education to assist Children's Social Workers, parents, caregivers, youth, Education Rights Holder and authorized DCFS staff, with the educational system in Los Angeles County and assist school staff with navigating the DCFS system; and

WHEREAS, Amendment Number One, executed June 4, 2024, extended the contract for one year and made certain changes to the contract requirements; and

WHEREAS, the purpose of this Amendment is to increase funding to the contract term for the final year of the contract.

NOW THEREFORE, in consideration of the foregoing and mutual consent herein contained, County and Contractor hereby agree to amend the Contract as follows:

1. Terms and Conditions, Section 5.0 Contract Sum, Subsection 5.1.1. is added as follows:

- 5.1.1 The Maximum Annual Contract Sum for the term of July 1, 2025, to June 30, 2026 is \$3,344,693. The Maximum Contract Sum for this contract, including the two additional one-year option extensions, is increased to \$8,609,703.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT.

**AMENDMENT NUMBER TWO
EDUCATION SPECIALIST SERVICES
CONTRACT NUMBER 21-0042**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two to be subscribed on its behalf by the Director of the Department of Children and Family Services and the Contractor has caused this Amendment Number Two to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the Contractor warrants under penalty of perjury that he or she is authorized to bind the Contractor in this Contract. This Amendment may be executed in separate counterparts and may be delivered by electronic facsimile; each counterpart, when executed and delivered, shall constitute a duplicate original but all counterparts together shall constitute a single agreement.

COUNTY OF LOS ANGELES

CONTRACTOR

Los Angeles County Office of Education

By: _____
Brandon T. Nichols, Director
Department of Children
and Family Services

By: _____ Date: _____

Name: _____

Title: _____

Tax Identification Number

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
Dawyn R. Harrison, County Counsel

By:  _____
David Beaudet, Senior Deputy County Counsel

SOLE SOURCE CHECKLIST

Department Name: _____

- ☐ New Sole Source Contract
- ☐ Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

Sole Source Justification

1. What is being requested?

The Department of Children and Family Services (DCFS) requests the Board's approval to approve the Education Specialist Services (ESS) contract with The Los Angeles County Office of Education (LACOE) for supplying the services of education experts to assist Children's Social Workers, parents, caregivers, youth, Education Rights Holder, and authorized DCFS staff with navigating the educational system and working in partnership.

Total Cost:

The estimated Maximum Annual Contract Sum is \$3,344,693. Funding of the contract is financed using 100 percent State Realignment funds. Sufficient funding will be included in the Fiscal Year 2025-2026 Adopted Budget.

2. Why is the service needed – how will it be used?

The recommended actions will allow LACOE to supply the services of education experts to assist Children's Social Workers, parents, caregivers, youth, Education Rights Holder, and authorized DCFS staff with navigating the educational system in Los Angeles County and to assist school staff with navigating DCFS. The Education Specialists are professional educators brought in to address the more challenging aspects of our youth's educational needs, such as disciplinary actions without due diligence (expulsions and suspensions), special education challenges, advocacy in Individualized Education Program meetings, enrollment disputes and denials, right to remain in their school-of-origin, credit recovery, etc. They know education law and code specific to foster youth, of which many schools are unaware, due to the foster youth population typically being only one percent of a school's population. These services ensure the educational needs and rights of youth under the supervision of DCFS, either voluntarily or by court jurisdiction, are addressed and that they receive and have access to academic assistance, educational resources, programs, services and benefits.

3. Is this brand of product the only product the only one that meets the user's requirements?

No. However the Department is not able to bring in a new vendor via the solicitation process at this stage. The Department has an opportunity to work collaboratively with another government entity to assist children with meeting their educational needs.

4. Have other products or vendor been considered?

No.

5. Will purchase of this product avoid other costs?

The ESS contract provides education experts to ensure the educational needs and rights of youth under the supervision of DCFS, either voluntarily or by court jurisdiction, are addressed and that they receive and have access to academic assistance, educational resources, programs, services and benefits.

6. Is this service available from other providers?

Yes. However, the Department is not able to bring on new vendors at this stage.

7. Reasonableness of price. Does County obtain a percentage discount or special discount not available to the private sector?

No

8. What is the dollar value of the existing equipment?

N/A

9. Is this service the only one that meets the user's requirements?

LACOE is a quasi-government entity that has a long-term history in the educational field. The Department is not able to bring on new vendors at this stage and is heavily relying on LACOE for fulfilling these services.



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020

(213) 351-5602

BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

Board of Supervisors

HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

LINDSEY P. HORVATH
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

April 9, 2025

To: Supervisor Kathryn Barger, Chair
Supervisor Hilda L. Solis
Supervisor Holly J. Mitchell
Supervisor Lindsey P. Horvath
Supervisor Janice Hahn

From: Brandon T. Nichols
Director

**NOTIFICATION OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE
AN INCREASE EXCEEDING 10 PERCENT OF THE MAXIMUM ANNUAL CONTRACT
AMOUNT**

This is to notify the Board that the Department of Children and Family Services (DCFS) intends to request the Board's delegated authority to increase the funding amount above 10 percent of the current Maximum Annual Contract amount for the Education Specialist Services Contract with the Los Angeles County Office of Education effective July 1, 2025. This notice is issued in compliance with Board Policy 5.100, *Sole Source Contracts and Amendments* and Board Policy 5.120, *Authority to Approve Increases to Board Approved Contract Amounts*, which requires departments to provide advanced written notice and justification to the Board of Supervisors when increasing the maximum amount of the current contract(s).

Additional funding is necessary to hire two Education Specialists to ensure full-time support without compromising assistance to other DCFS offices. The addition of these two Education Specialists would accommodate the full-time staff support at all DCFS offices. The Education Specialists are professional educators brought in to address the more challenging aspects of our youths' educational needs, such as disciplinary actions without due diligence (expulsions and suspensions), special education challenges, advocacy in Individual Education Program meetings, enrollment disputes and denials, right to remain in their school-of-origin, credit recovery, etc.

The Education Specialists Services contract supports school districts in their efforts to comply with the State's recently enacted Local Control Funding Formula (LCFF) to improve the educational outcomes of foster youth. The LCFF provides funding to school districts, and holds them accountable for the progressive educational improvements of

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The Honorable Board of Supervisors

April 9, 2025

Page 2

foster youth. In turn, the LCFF provides the Department an opportunity to support school districts in their efforts through the required Local Control Accountability Plans (LCAP) to be successful. The district LCAPs require goals related to the education of foster youth, the actions the district will take to achieve these goals, and associated expenditures. The Education Specialists Services contract allows DCFS, in part, to partner with school districts to work together to support the educational success of each foster youth.

The total contract sum will increase by \$712,188 for a new Maximum Contract Sum of \$3,344,693 for the contract term ending June 30, 2026. The budget increase is necessary to ensure that the Education Specialists accommodate the full-time staff support at all DCFS offices. Sufficient funding will be included in the Fiscal Year 2025-2026 Budget Request. Funding for the contract will be financed using 100 percent State Realignment funds.

If you have any questions or need additional information, you may call me or your staff may contact Aldo Marin, Board Liaison, at (213) 371-6052.

BTN:JF:CMM:RW

LTI:SS:TN:ec

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/23/2025			
BOARD MEETING DATE	5/13/2025			
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th			
DEPARTMENT(S)	Department of Children and Family Services (DCFS)			
SUBJECT	Request Delegated Authority to Extend Sole Source Contract			
PROGRAM	Consultant Services – Family First Prevention Services Act (FFPSA)			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: The Board Motion, adopted by the Board on March 10, 2020, directed the Director of DCFS to enter into a sole source contract with Chapin Hall to support the implementation of FFPSA. Chapin Hall has expertise and experience working with DCFS and supporting other nationwide jurisdictions with FFPSA implementation. Efforts to sustainably implement FFPSA are ongoing and Chapin Hall's expertise continues to inform and guide these efforts.			
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.			
DEADLINES/ TIME CONSTRAINTS	The current sole source contract will expire on June 30, 2025. The extension will be effective July 1, 2025 through December 31, 2026.			
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$769,507</td><td>Funding source: 50 percent State Block Grant funds and 50 percent Federal Title IV-E funds.</td></tr> </table> TERMS (if applicable): The term of the extension will be for 18 months, effective July 1, 2025 through December 31, 2026. Explanation: Cost of funding for this amendment includes continued implementation of evidence based practices in the DCFS Learning Sites pilot in Service Planning Areas (SPAs) 2 and 6, where Motivational Interview training and the development of a Continuous Quality Improvement (CQI) infrastructure are being implemented. This amendment also includes the addition of Phase VIII work for the implementation of evidence-based practices in SPAs 3, 4, 5 and 7 and further development of a (CQI) infrastructure that will align with State and Federal reporting requirements.		Total cost: \$769,507	Funding source: 50 percent State Block Grant funds and 50 percent Federal Title IV-E funds.
Total cost: \$769,507	Funding source: 50 percent State Block Grant funds and 50 percent Federal Title IV-E funds.			
PURPOSE OF REQUEST	This request will extend the Consultant Services contract with Chapin Hall for 18 months from July 1, 2025 to December 31, 2026.			
BACKGROUND (include internal/external issues that may exist including any related motions)	FFPSA is a federal legislative act signed into law in 2018. California opted into FFPSA and has been actively implementing its provisions to access Title IV-E prevention services funding, focusing on family-based care, reducing congregate care placements, and expanding prevention services. Opting in with State efforts, DCFS has been actively implementing FFPSA. Prevention related Board Motions impacting FFPSA: In September 2021, in recognition of the need to prioritize the overall well-being of all residents, the LA County Board of Supervisors passed Board Motion 21-3530 directing			

	<p>the Anti-Racism, Diversity and Inclusion (ARDI) Initiative to facilitate and support the convening of a Prevention Services Task Force to provide recommendations on a governance structure for a comprehensive community-based prevention services delivery system that will deliver upstream interventions to address life course outcomes, improve the social determinants of health, improve overall well-being, and reduce racial disparities for all residents of Los Angeles.</p> <p>Additionally, in July 2023, the LA County Board of Supervisors passed Board Motion 2023-001, building Los Angeles County's Prevention Infrastructure to establish a comprehensive system for preventative services across various County departments, focusing on early intervention and addressing social determinants of health, with a goal of improving overall well-being for residents</p>
EQUITY INDEX OR LENS WAS UTILIZED	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Link to ARDI's Equity Lens: https://ceo.lacounty.gov/ardi/</p> <p>If Yes, please explain how:</p> <p>FFPSA broadens access to services for diverse and historically underserved populations by ensuring that its framework addresses the root causes of family separation, such as poverty, systemic racism, and lack of culturally responsive resources and requires that states use evidence-based, trauma-informed, and culturally competent services, ensuring that marginalized populations receive support that is tailored to their needs rather than a one-size-fits-all approach. The eligible populations include:</p> <ul style="list-style-type: none"> • Families at risk of child welfare system involvement, particularly those in communities with high rates of disproportionality. • Black, Indigenous, and other children of color, who are overrepresented in the foster care system due to systemic inequities. • LGBTQ+ youth and families, who often face discrimination and lack of affirming services. • Low-income families, who may need economic supports, mental health services, or substance use treatment to remain stable. • Families affected by substance use disorders, ensuring access to family-centered recovery support. • Parents with mental health challenges, providing services to maintain child safety while supporting parental well-being. • Youth aging out of foster care, ensuring Transitional Age Youth (TAY) receive preventive supports to break cycles of system involvement. <p>Additionally, The Community Pathway under FFPSA serves as an equity-driven alternative to traditional child welfare system entry, ensuring that families can access services in community-based settings without child welfare involvement. This approach is designed to decrease disparities in system referrals and provide early intervention before crises escalate.</p>
FAMILY FIRST PREVENTION SERVICES ACT (FFPSA) LENS WAS UTILIZED	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please explain how:</p> <p>The FFPSA lens was used in developing the LA County DCFS Comprehension Prevention Plan, which included the utilization of FFPSA funding sources to support a variety of initiatives that align with the FFPSA's core principles of preventing family separation, prioritizing evidence-based services, and promoting child and family well-being. Through an FFPSA lens, DCFS leadership collaborated across systems and worked with stakeholders to partner and fund a variety of prevention and promotion initiatives, community led pilots, and expand the availability of home visiting and mental health evidence based practices that prioritize evidence based, community driven services that strengthen families and prevent system involvement. By focusing on early intervention, community supports, and culturally responsive services and practices, we are aligning FFPSA's mission to keep children safely at home whenever possible.</p>
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Link to BOS Priorities: https://ceo.lacounty.gov/category/priorities-initiative/</p> <p>If Yes, please state which one(s) and explain how:</p> <p>Poverty Alleviation Initiative (PAI):</p> <p>The Family First Prevention Services (FFPS) program actively supports the Poverty Alleviation Initiative (PAI)—one of the nine board priorities—by taking a proactive approach to addressing poverty. FFPSA funding currently contributes to the expansion of PAI's Breathe Guaranteed Income Program, specifically supporting TAY. This expansion provides 200 TAY youth with a guaranteed income of \$1,000 per month for two years. Additionally, FFPS funding has been instrumental in supporting various PAI</p>

	<p>demonstration projects, which have provided financial resources to grassroots community organizations for the development and implementation of community-led pilot programs.</p> <p>ARDI Initiatives:</p> <p>As part of LA County DCFS' state-approved FFPS Comprehensive Prevention Plan, FFPS funding also supports ARDI initiatives aimed at dismantling systemic barriers by transforming organizational structures, policies, practices, and attitudes that contribute to inequitable access to influence and resources. Key initiatives include:</p> <ul style="list-style-type: none"> • Prevention and Promotion Services Governance Committee, supported through both funding and co-leadership. • Keeping Families Together website and hub pilot, which provides legal and community resources to families undergoing DCFS investigations. • Cultural Brokers Program, designed to address disproportionality by offering direct support to Black children and families involved in the system. <p>Through these initiatives, FFPSA remains committed to fostering equity, preventing family separation and promoting community-led solutions to systemic challenges.</p>
DEPARTMENTAL CONTACTS	<p>Name, Title, Phone # & Email:</p> <p>Aldo Marin, Board Liaison, (213) 371-6052, marina@dcfs.lacounty.gov</p>



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602

BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

May 13, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO APPROVE AN EXTENSION TO THE SOLE SOURCE CONTRACT
FOR CONSULTANT SERVICES
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) requests the Board's approval to extend the existing Sole Source Contract for Consultant Services with Chapin Hall at the University of Chicago (Chapin Hall).

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or designee, to execute an amendment substantially similar to Attachment A, to a contract for Consultant Services with Chapin Hall. The term of the extension will be effective July 1, 2025 through December 31, 2026. The Maximum Contract Amount for this term will be \$769,507, financed using 50 percent State Block Grant (SBG) and 50 percent Title IV-E funds. The Board and the Chief Executive Officer (CEO) will be notified, in writing, within 10 business days after execution of the amendment.
2. Delegate authority to the Director of DCFS, or designee, to execute an amendment to increase or decrease the contract amount not to exceed 10 percent of the Maximum Contract Sum, provided that: a) sufficient funding is available; b) County Counsel's approval is obtained; and c) the Director of DCFS, or designee, notifies the Board and the CEO, in writing, within 10 business days after execution.
3. Delegate authority to the Director of DCFS, or designee, to execute future amendments to make changes to the contract term and conditions, Statement of

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Work, and Exhibits, if necessary to accommodate unanticipated changes in service needs, provided that: a) County Counsel's approval is obtained; and b) the Director of DCFS, or designee, notifies the Board and the CEO, in writing, within 10 business days after execution.

4. Delegate authority to the Director of DCFS, or designee, to terminate the contract for convenience or default by written notice or amendment, provided that: a) County Counsel's approval is obtained; and b) the Director of DCFS, or designee, notifies the Board and the CEO, in writing, within 10 business days of execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DCFS has engaged Chapin Hall to develop the Family First Prevention Services Act (FFPSA) Implementation Plan and to guide implementation efforts. Through FFPSA, Title IV-E funding is not only available for "back-end" services, but also certain evidence-based "front-end" services (mental health, substance abuse, and parenting) to prevent the need to enter foster care in the first place.

This 18-month extension will expand FFPSA implementation of the seven selected FFPSA evidence-based practices (EBPs). The sole source contract will allow Chapin Hall to continue supporting and ensuring sustainable implementation of all FFPSA EBPs in additional Service Planning Areas as well as development and implementation of Continuous Quality Improvement infrastructure. It also supports the development of a framework for Countywide implementation and supports utilization of the new Child Welfare Services-California Automated Response and Engagement System application estimated for release in 2026 with the inclusion of various FFPSA components.

Chapin Hall has continuously supported DCFS by ensuring a sustainable implementation of the governance structure through the development of the Countywide Comprehensive Prevention Plan and the initial implementation of seven EBPs in the learning sites. Chapin Hall's efforts have involved the development of the Los Angeles County FFPSA Implementation Plan and guided the implementation efforts. FFPSA supports DCFS' commitment to safety, permanency, and well-being by providing services to children, parents and caregivers, and keeping children safe at home permanently without ever needing to enter or re-enter into foster care.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended services support the County's Strategic Plan North Star 1, Make Investments That Transform Lives; Focus Area Goal A, Healthy Individuals and Families: Invest in County health systems and expand care capacity that supports the physical health, mental health, and well-being of individuals across the life course continuum. This includes addressing the social determinants of health that impact residents well-being.

FISCAL IMPACT/FINANCING

The Maximum Contract Amount for the 18-month term is \$769,507, financed using 50 percent SBG funds and 50 percent Title IV-E funds. Sufficient funding for this contract is included in the Department's Fiscal Year 2025-2026 budget request and will be included in the Department's subsequent budget requests.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board Motion, adopted by the Board on March 10, 2020, directed the Director of DCFS to execute a sole source contract with Chapin Hall to provide Consultant Services related to implementation of the FFPSA effective April 1, 2020 through June 30, 2022, with the option to extend the contract term by six months to complete services and deliverables. The Board letter, adopted on November 15, 2022, delegated authority to the Director of DCFS to execute an amendment to extend the contract term effective January 1, 2023 through June 30, 2025.

In accordance with Board Policy 5.100, County departments must provide advance written notice and justification to the Board of amendments to extend existing contracts when departments do not have delegated authority to execute such amendments.

The Board letter has been reviewed by County Counsel and the CEO. County Counsel approved the Amendment (Attachment A), as to form. The Sole Source Checklist (Attachment B) has been approved by the CEO.

CONTRACTING PROCESS

On December 27, 2024, DCFS sent a Notice of Intent (Attachment C) to the Board to inform them of its intent to extend the current Sole Source Contract for Consultant Services for the implementation of FFPSA.

On February 6, 2025, DCFS received approval from the California Department of Social Services to extend the Sole Source Contract with Chapin Hall to provide Consultant – FFPSA Services for 18 months.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the current recommendations will allow DCFS to continue to receive consultant services to provide support to the implementation of the FFPSA and deliver qualified child welfare services to the children of Los Angeles County.

CONCLUSION

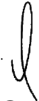
Honorable Board of Supervisors

May 13, 2025

Page 4

Upon approval of this request, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachments to the Department of Children and Family Services.

Respectfully submitted,



BRANDON T. NICHOLS

Director

BTN:JF:CMM:RW

LTI:CP:mp

Attachments

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

SOLE SOURCE CHECKLIST

Department Name: Children and Family Services

☐

New Sole Source Contract

☒

Sole Source Amendment to Existing Contract

Date Existing Contract First Approved:

4/1/2020

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist .”</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input checked="" type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

SOLE SOURCE JUSTIFICATION

It is the policy of the County to solicit the maximum number of bids/proposals for a commodity or service from the largest relevant market and to select vendors on a competitive basis.

There are certain acquisitions which, when in the best interest of the County, can only be obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

NOTE: Please refer to Section 2.5 of the Los Angeles County Services, Supplies & Equipment Contract/Purchasing Policy Manual (Attachment III).

DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES TO THE FOLLOWING QUESTIONS WHEN APPLICABLE:

1. What is being requested?

The Department of Children and Family Services (DCFS) requests your Board's approval to amend the existing Sole Source Contract with Chapin Hall at the University of Chicago (Chapin Hall) for the Consultant Services to support the implementation of the Family First Prevention Services Act (FFPSA).

One additional amendment is being requested to continue receiving the support of Chapin Hall consulting services as the County continues to work on the FFPSA implementation. A fourth amendment is to increase the funding by \$769,507 and extend the contract through December 31, 2026.

In December 2019, the Department of Children and Family Services (DCFS) engaged Chapin Hall at the University of Chicago to develop the Los Angeles County Family First Prevention Services Act (FFPSA) Implementation Plan and guide implementation efforts. FFPSA amends Title- IV-E funding, making it available to support prevention services for eligible children, youth, and families with the goal of preventing entry and re-entry into the child welfare system and/or congregate care. It supports an array of evidence-based prevention services in mental health, substance disorder treatment, and in-home parenting skills programs. FFPSA also makes significant changes to Title IV-B, by increases oversight and requirements for congregate care.

2. Why is the product needed – how will it be used?

On April 1, 2020, DCFS entered into a contract with Chapin Hall to assist in planning for FFPSA implementation.

The continued support of Chapin Hall is needed in order to: continue support for FFPSA Phase V-VII expansion of the learning sites pilots; launch the rolling implementation of Evidence-Based Practices (EBPs) and candidate subgroups to additional Service Planning Areas (SPAs); support ongoing stakeholder engagement; review and provide comment on future iteration of the California Prevention Plan; complete the development of a CQI infrastructure and convene FFPSA workgroups, prepare reports, agendas and presentations.

DCFS is requesting to increase funds to the current contract and extend the contract for 18 months to continue receiving the support of implementation activities from Chapin Hall in order to support a sustainable implementation of FFPSA.

3. Is this “brand” of product the only one that meets the user’s requirements?
No, there may be other consultants who are knowledgeable about FFPSA; however, Chapin Hall has been supporting DCFS’ FFPSA implementation efforts since December 2019 when pre-work activities began. These activities were made possible through the support from the Anthony and Jeanne Pritzker Family Foundation and Casey Family Programs, as facilitated by the Center for Strategic Partnerships. Chapin Hall was selected due to their expertise and experience in working with DCFS and supporting other nationwide jurisdictions in FFPSA implementation.
4. Have other product/vendors been considered?
No, other vendors have not been considered because Chapin Hall has been guiding DCFS since implementation efforts began. Bringing on a new vendor as we move forward with implementation would require us to backtrack and waste much of the groundwork already completed by Chapin Hall, who is already familiar with our business process and needs.
5. Will purchase of this product avoid other cost?
Yes, the purchase of this product will avoid other costs because a new vendor will not have the knowledge of the County’s efforts and/or interdepartmental established relationships needed to implement FFPSA successfully.
6. Is this product proprietary or is it available from various dealers?
This product is proprietary and is not available through other dealers. Chapin Hall is the sole provider.
7. Reasonableness of Price. Does the County obtain a percentage discount or special discount not available to the private sector
The County does not receive a discount. Chapin Hall consulting services are not available from any other provider.
8. What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?
Not applicable. This proposal is for technical support services not hardware.

Approval Signature: _____ Date: _____



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020
 (213) 351-5602



BRANDON T. NICHOLS
 Director

JENNIE FERIA
 Chief Deputy Director

Board of Supervisors
 HILDA L. SOLIS
 First District
 HOLLY J. MITCHELL
 Second District
 LINDSEY P. HORVATH
 Third District
 JANICE HAHN
 Fourth District
 KATHRYN BARGER
 Fifth District

December 27, 2024

To: Supervisor Kathryn Barger, Chair
 Supervisor Hilda L. Solis
 Supervisor Holly J. Mitchell
 Supervisor Lindsey P. Horvath
 Supervisor Janice Hahn

From: Brandon T. Nichols
 Director

**NOTICE OF INTENT TO AMEND A SOLE SOURCE CONTRACT WITH CHAPIN HALL
 AT THE UNIVERSITY OF CHICAGO FOR CONSULTANT SERVICES**

This notice is issued in compliance with Board Policy 5.100, Sole Source Contracts, to notify the Board that the Department of Children and Family Services (DCFS) intends to request the Board's approval for delegated authority to extend the Sole Source Contract with Chapin Hall at the University of Chicago (Chapin Hall) (Contract Number 19-4-064).

The current contract term will end June 30, 2025. The Amendment will extend the term effective July 1, 2025 through December 31, 2026, in order to continue to provide consultant services to support the implementation of the Family First Prevention Services Act. The Maximum Contract Sum for the extension will be \$769,507, financed by 50 percent State Block Grant funds and 50 percent Title IV-E funds. In addition, the Statement of Work will expand implementation of the seven selected Family First Evidence-Based Practices.

If you have any questions or need additional information, you may contact me, or your staff may contact Aldo Marin, Board Liaison, at (213) 371-6052.

BTN:JF:CMM:RW
 LTI:CP:SK:ab

c: Chief Executive Officer
 County Counsel
 Executive Officer, Board of Supervisors

MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

Advancing CalAIM Benefits for Transition Age Youth

In 2022, the State implemented the California Advancing and Innovating Medi-Cal (CalAIM) initiative to improve health outcomes and advance health equity for Medi-Cal members. The goal of CalAIM is to provide beneficiaries with holistic care extending beyond the doctor’s office or the hospital, addressing comprehensive physical and behavioral health needs spanning the social determinants of health. This included new statewide benefits for Medi-Cal managed care plan members such as Enhanced Care Management (ECM) and Community Supports (CS), intended to provide a better way to coordinate care and provide members most in-need with in-person care management where they need it.

ECM provides care coordination exclusively to populations of focus in managed care plans that traditionally have higher needs and utilize higher levels of care. In July 2023, the child welfare population of focus was implemented. With this expansion, ECM benefits, including coordinated case management, referrals, and community resource navigation were made available to Medi-Cal managed care plan members who are or were child welfare involved, including children/youth under age 21 and currently receiving foster care in California or who previously received foster care in California or

MOTION

Solis	_____
Mitchell	_____
Horvath	_____
Hahn	_____
Barger	_____

MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

Advancing CalAIM Benefits for Transition Age Youth

another state within the last 12 months; have aged out of foster care up to age 26 in California or another state; are under age 18 and are eligible for and/or receiving California's Adoption Assistance Program; and are under age 18 and are currently receiving or have received services from California's Family Maintenance program within the last 12 months. Additionally, ECM providers are strongly encouraged to engage members in CS, which includes 14 new covered benefits such as housing assistance, medically tailored meals, housing modifications, respite care for caregivers, and asthma remediation.

These expanded benefits can help address historic challenges faced by youth in foster care and Transition Age Youth (TAY), who are served by many systems and are often in need of "air traffic control" care coordination services, which ECM for the child welfare population of focus can provide. Further, these benefits can enhance casework with the Department of Children and Family Services (DCFS), providing children's social workers with a partner in supporting families, ensuring medical appointments are scheduled and attended, collaborating in the development of a care plan, and helping support families in accessing resources aligned with their cases. This is especially critical for those leaving the child welfare system, especially TAY, for whom ECM and CS can provide longer-term care coordination services and supports even after their DCFS-involvement has ended.

In June of 2024, the Board of Supervisors unanimously approved a motion by Supervisors Hilda L. Solis and Lindsey P. Horvath, to ensure generational and life-long

MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

Advancing CalAIM Benefits for Transition Age Youth

success for Transition Age Youth. The cross-departmental report in response to this motion established a framework as part of the County's System of Care to address "youth disconnection" facing youth ages 16 to 24 who are either not in school, training or working, or seeking employment. These disconnected youth are more likely to be part of a generational poverty cycle, be unemployed or underemployed, involved in the justice system, have behavioral health issues, experience housing insecurity and homelessness, and experience poor health and early mortality. It's estimated there are over 143,000 disconnected youth in the County, with a significant percentage being current and former foster youth. To help address these challenges, one opportunity flagged in the report was to maximize Medi-Cal and CalAIM benefits to expand access to services, including ECM and CS, for TAY. This included a recommendation to support TAY and disconnected youth with enrollment into Medi-Cal managed care. Pursuant to this motion, in September of 2024 a TAY Table was established to develop a comprehensive approach for the coordination of services, resources, opportunities, and care for at-risk TAY. Additionally, in 2023 the Board unanimously approved a motion by Supervisor Janice Hahn to contract with Health Management Associates to provide technical assistance to the Office of Child Protection in the planning and implementation of ECM for the child welfare population of focus in LA County.

As CalAIM was only approved as a five-year demonstration project, it is imperative that the County partner with managed care plans to deliver critical services to assist TAY and disconnected youth as soon as possible.

MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

Advancing CalAIM Benefits for Transition Age Youth

I, THEREFORE, MOVE that the Board of Supervisors direct the Office of Child Protection, the Department of Children and Family Services, and the Probation Department, in partnership with the Department of Public Social Services, Department of Public Health, Department of Health Services, and the Department of Youth Development, the County's Youth Commission, LGBTQ+ Commission, and in coordination with the TAY Table, to engage with managed care plans and report back in writing within 60 days with an established framework to ensure that every Transition Age Youth aging out of the County system has information and enrollment support regarding available healthcare coverage options, including benefits surrounding Enhanced Care Management and Community Support services via CalAIM under managed care plans. This report should include but not be limited to the following considerations:

1. A presentation of considerations for TAY enrolling in a managed care plan as opposed to a fee-for-service model; and
2. Determine a framework and roles and responsibilities to ensure TAY are ultimately enrolled with healthcare coverage that best meets their individual needs, leveraging existing enrollment and navigation infrastructure for this population.

#

HLS:ac:jgd

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/30/2025
BOARD MEETING DATE	5/20/2025
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th
DEPARTMENT(S)	Department of Public Social Services (DPSS)
SUBJECT	Homeless Services for California Work Opportunity and Responsibility to Kids (CalWORKs) Families (HSCF) – A Coordinated Entry System Service
PROGRAM	<p>The objective of HSCF is to provide a regionally coordinated system for families who are experiencing homelessness or at risk of experiencing homelessness by delivering a comprehensive, streamlined housing support program that can effectively and rapidly address the immediate housing crisis of CalWORKs and eligible families who were discontinued from CalWORKs due to excess income.</p> <p>Los Angeles Homeless Services Authority (LAHSA) administers the HSCF contract which provides direct services through a network of subcontracted Family Solutions Centers and Crisis Housing Agencies located in each of the eight Service Planning Areas, as well as any other subcontracted providers deemed necessary for comprehensive services.</p> <p>LAHSA ensures that all eligible families served under this contract receive homeless benefits and services which include case management, crisis intervention, prevention services, housing location, referrals, emergency shelter, temporary shelter at hotels or motels when facility-based shelter cannot be arranged, move-in costs, rental subsidies, transportation, and ongoing follow-up activities.</p> <p>Note: This contract was previously known as the Coordinated Entry System for Families contract. The name change seeks to use “plain language” for County residents to better understand that the contract seeks to assist CalWORKs families.</p>
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SOLE SOURCE CONTRACT	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please explain why:</p> <p>California Government Code 6500, et seq., authorizes two or more public agencies to form an agreement to jointly exercise any powers common to both contracting parties. In December 1993, the County of Los Angeles and City of Los Angeles signed a Joint Exercise of Powers Agreement creating LAHSA. Through this Agreement, LAHSA was given the authority to provide homeless programs and services and other related social services to assist the eligible population. The Agreement specifies that both the County of Los Angeles and the City of Los Angeles will determine which program, administrative funds, and program benefits and services are made available to LAHSA each fiscal year.</p>

SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable *Submitted via Levine Act Portal on 3/27/2025.	
DEADLINES/ TIME CONSTRAINTS	The current contract expires on 6/30/2025. Services need to be in place by 7/1/2025.	
COST & FUNDING	Estimated Total Cost: \$37,600,000 (two-years)	Funding source: CalWORKs Housing Support Program (HSP)
	TERMS (if applicable): 7/1/2025 – 6/30/2027, with an option to extend the contract for two additional one-year periods, through 6/30/2029.	
	Explanation: The cost of the HSCF Contract is fully funded by CalWORKs HSP funding. Funding is contingent upon the State's budget and the annual distribution of HSP funds from the State to the County. There is no Net County Cost.	
PURPOSE OF REQUEST	DPSS requests the Board of Supervisor's approval of a new two-year contract with the option to extend for two additional one-year periods. The two-year contract period will accommodate the timeline set forth in the Board Motion dated April 1, 2025, that establishes a new County Department dedicated to homeless service delivery effective January 1, 2026.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The HSCF Contract was procured in accordance with the California Department of Social Services Manual of Policies and Procedures, Purchase of Service Regulation 23-650.1.14, which allows for procurement of a contract without formal advertising for any services to be rendered by any federal, State, or local government agency, public university, public college or other public education institution.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: North Star 1: Make Investments that Transform Lives, Focus Area Goal C - Housing and Homelessness, via Strategy III: Homeless Initiative Framework. The services that will be provided through this contract are targeted to both CalWORKs and eligible families who were discontinued from CalWORKs due to excess income and are experiencing homelessness or at risk of experiencing homelessness. LAHSA will assist eligible families to transition to self-sufficiency by removing homelessness and other barriers to employment.	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: James A. Blunt, Administrative Deputy III, (562) 908-8622, JamesBlunt@dpss.lacounty.gov Gabriela Herrera, Human Services Liaison, (562) 908-8311, GabrielaHerrera@dpss.lacounty.gov	



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
(562) 908-8400 • dpss.lacounty.gov



JACKIE CONTRERAS, Ph.D.
Director

MICHAEL J. SYLVESTER II
Chief Deputy Director, Administration

KRISTIN STRANGER
Chief Deputy Director, Operations

Board of Supervisors

HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

LINDSEY P. HORVATH
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

May 20, 2025

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO ENTER INTO A SOLE SOURCE CONTRACT WITH
LOS ANGELES HOMELESS SERVICES AUTHORITY
FOR HOMELESS SERVICES FOR CALIFORNIA WORK OPPORTUNITY
AND RESPONSIBILITY TO KIDS FAMILIES –
A COORDINATED ENTRY SYSTEM SERVICE
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks approval to execute a new two-year sole source contract with the Los Angeles Homeless Services Authority (LAHSA) to provide Homeless Services for California Work Opportunity and Responsibility to Kids (CalWORKs) Families (HSCF) who are experiencing homelessness or at risk of experiencing homelessness. The current contract with LAHSA expires June 30, 2025.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DPSS, or designee, to prepare and execute a contract in substantially similar form as Enclosure I with LAHSA, from July 1, 2025 through June 30, 2027. The annual maximum contract amount is approximately \$25,800,000 for Fiscal Year (FY) 2025-26 and \$11,800,000 for FY 2026-27, with a two-year maximum contract cost of \$37,600,000 funded by CalWORKs Housing Support Program (HSP). The Director of DPSS, or designee, will notify the Board of Supervisors (Board) within ten business days after execution.

2. Delegate authority to the Director of DPSS, or designee, to prepare and execute amendments to extend the contract for two additional one-year periods. Should DPSS exercise the option to extend the contract for two additional one-year periods, the estimated maximum contract amount of each extension year is \$11,800,000, with a four-year maximum contract cost of \$61,200,000. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director of DPSS, or designee, will notify the Board within ten business days after execution.
3. Delegate authority to the Director of DPSS, or designee, to prepare and execute amendments to the contract to increase or decrease the maximum contract amount to include additional funds or reduce funds as appropriated by the Board, including but not limited to funds from the Homeless Initiative, and as appropriated by the State during the two-year term of this contract and its extension periods. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director of DPSS, or designee, will notify the Board within ten business days after execution.
4. Delegate authority to the Director of DPSS, or designee, to prepare and execute amendments to the contract for: 1) Instances which affect the scope of work, contract term, contract sum, payment terms, or any term or condition; 2) Additions and/or changes required by the Board, Chief Executive Office (CEO), or DPSS; 3) Changes to be in compliance with applicable federal, State, and County regulations; and 4) Increases or decreases of no more than ten percent of the current total contract maximum amount for reasons other than those addressed in Recommendation Number 3 above and based on the contractor's performance, County needs, and/or funding availability. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director of DPSS, or designee, will notify the Board within ten business days after execution.
5. Delegate authority to the Director of DPSS, or designee, to terminate the contract, at the County's sole discretion, with a 30-calendar day written notice to the contractor. The approval of County Counsel, CEO, and the new County housing and homeless department as to form will be obtained prior to exercising such termination. The Director of DPSS, or designee, will notify the Board within ten business days after execution.
6. Delegate authority to the Director of DPSS, or designee, and in line with the special circumstances discussed at the April 1, 2025, Board Motion, to reassign and delegate contract services to the new County housing and homeless department, once established and in full operation. The approval of CEO, County Counsel and the new County housing and homeless department shall be obtained prior to reassignment. The Director of DPSS, or designee, will notify the Board within ten business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will allow DPSS to continue contracting with LAHSA to provide services to both CalWORKs families and eligible families who were discontinued from CalWORKs due to excess income and are experiencing homelessness or at risk of experiencing homelessness. Services will be provided in each of the eight Service Planning Areas (SPA). Under this contract, LAHSA, through a network of subcontracted providers, provides a comprehensive, streamlined housing support program that effectively and rapidly addresses the immediate housing crisis of eligible families.

LAHSA's expertise in providing assistance to families experiencing homelessness or at risk of experiencing homelessness is critical in stabilizing these eligible families while they address barriers to employment and housing.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the principles of the Countywide Strategic Plan, North Star 1: Make Investments that Transform Lives, Focus Area Goal C – Housing and Homelessness, via Strategy III: Homeless Initiative Framework.

FISCAL IMPACT/FINANCING

The four-year maximum contract amount is \$61,200,000 and is fully funded with CalWORKs HSP funding. Funding is contingent upon the State's budget and the annual distribution of HSP funds from the State to the County. There is no Net County Cost.

Funding for FY 2025-26 includes the estimated annual HSP allocation of \$11,800,000 and an estimated \$14,000,000 in rollover funding from FY 2024-25, for a total of \$25,800,000. The rollover funding amount must be spent first and is restricted for services rendered through December 31, 2025.

Funding for FY 2025-26 is included in the Department's budget. Funding for future years will be included in the Department's annual budget requests.

Funding for these services will be allocated to subcontracted providers in each SPA according to the most recent Greater Los Angeles Homeless Count and other factors. Enclosure II includes a list of SPAs with their estimated allocated funding.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The DPSS is requesting a two-year period contract in an effort to accommodate the timeline set forth in the Board Motion dated April 1, 2025, that establishes a new County Department effective January 1, 2026, dedicated to homeless service delivery.

The HSCF contract is administered by LAHSA, and direct services are provided through a network of subcontracted Family Solutions Centers (FSC) and Crisis Housing Agencies located in each of the eight SPAs, as well as any other subcontracted providers deemed necessary for comprehensive services.

The proposed new contract changes the contract name from “Coordinated Entry System for Families” to “Homeless Services for CalWORKs Families - A Coordinated Entry System Service.” The revised contract name provides greater public transparency by clearly indicating that this service supports homeless CalWORKs families.

LAHSA, through a network of subcontracted providers, provides homeless benefits and services which include case management, crisis intervention, prevention services, housing location, referrals, emergency shelter, temporary shelter at hotels or motels when facility-based shelter cannot be arranged, move-in costs, rental subsidies, transportation, and ongoing follow-up activities. These services ensure that families experiencing homelessness are quickly and efficiently housed through standardized assessment, crisis housing, permanent housing, and supportive services.

The contract provides for termination by the County effective ten business days after advanced written notice, should termination be in the County’s best interest, and contains a provision which limits the County’s obligation if funding is not appropriated or limited by the Board. However, the County is requesting delegated authority to the Director of DPSS, or designee, to terminate the contract, at the County’s sole discretion, with a 30-calendar day written notice to the contractor, in effort to support a smooth transition of services to the new County department.

The award of this contract will not result in the unauthorized disclosure of confidential information and will be in full compliance with all applicable federal, State, and County policies and regulations.

The Contractor is in compliance with all Board, CEO, and County Counsel requirements. County Counsel has reviewed this Board letter and has approved the contract as to form.

CONTRACTING PROCESS

The recommended contract was procured in accordance with the California Department of Social Services Manual of Policies and Procedures, Purchase of Service Regulation 23-650.1.14, which allows for procurement of a contract without formal advertising for any services to be rendered by any federal, State, or local government agency, public university, public college or other public education institution.

In December 1993, in accordance with Government Code 6500, et seq., the County of Los Angeles and City of Los Angeles signed a Joint Exercise of Powers Agreement creating LAHSA to specifically address the problems of homelessness. As a result, DPSS

has contracted with LAHSA to provide these homeless benefits and services for over 30 years.

In accordance with Board Policy 5.100, Sole Source Contracts and Amendments, the Department notified the Board on August 21, 2024, of its intent to negotiate a sole source contract with LAHSA and the Sole Source Checklist (Enclosure III) has been completed.

For FY 2025-26, LAHSA will continue to work with their current network of subcontractors, which include the FSCs and Crisis Housing Agencies. If necessary, LAHSA will solicit for new subcontractors through a competitive solicitation process. LAHSA will subcontract with a minimum of one FSC in each SPA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will enable the Department to continue assisting eligible families to transition to self-sufficiency and successfully attain permanent housing. LAHSA's current role as the lead in administering the Coordinated Entry System allows for the provision services to homeless families and those at risk of homelessness is instrumental in stabilizing eligible families.

The recommended action will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Office of the Board is requested to return one stamped Adopted Board letter to the Director of DPSS.

Respectfully submitted,

JACKIE CONTRERAS, Ph.D.
Director

JC:pd

Enclosures

c: Chief Executive Office
Executive Office, Board of Supervisors
County Counsel

SOLE SOURCE CHECKLIST

Department Name: _____

New Sole Source Contract

☐ Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/30/2025								
BOARD MEETING DATE	6/3/2025								
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th								
DEPARTMENT(S)	Office of Child Protection (OCP) and Department of Children and Family Services (DCFS)								
SUBJECT	Request to Approve to Execute a Master Agreement Work Order for the Provision of Community Engagement and Related Services to Support the Child and Family Team Near-Peer Facilitator Services								
PROGRAM	Piloting Neutral Facilitation of Child and Family Teams for Youth								
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:								
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.								
DEADLINES/ TIME CONSTRAINTS	DCFS seeks delegated authority to execute the work order with South Bay Center for Counseling effective the date of execution, through June 30, 2026. This is based on the Mental Health Services Act (MHSA) Prevention Early Intervention (PEI) funds.								
COST & FUNDING	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total cost: \$4,707,000</td><td style="width: 50%;">Funding source: MHSA PEI funds.</td></tr> <tr> <td colspan="2">TERMS (if applicable): Date of execution through June 30, 2026.</td></tr> <tr> <td colspan="2">Explanation: The term of the work order aligns with the MHSA PEI funds, which are expected to conclude on June 30, 2026.</td></tr> </table>			Total cost: \$4,707,000	Funding source: MHSA PEI funds.	TERMS (if applicable): Date of execution through June 30, 2026.		Explanation: The term of the work order aligns with the MHSA PEI funds, which are expected to conclude on June 30, 2026.	
Total cost: \$4,707,000	Funding source: MHSA PEI funds.								
TERMS (if applicable): Date of execution through June 30, 2026.									
Explanation: The term of the work order aligns with the MHSA PEI funds, which are expected to conclude on June 30, 2026.									
PURPOSE OF REQUEST	To execute a competitively solicited master agreement work order, substantially similar to the attached, with South Bay Center for Counseling for the provision of Community Engagement and Related Services to support the Piloting Neutral Facilitation of Child and Family Teams for Youth effective the date of execution through June 30, 2026. DCFS anticipates the youth will have a stronger voice in the services that are identified to meet their needs. Approval of the recommended actions will provide a valuable tool for DCFS.								
BACKGROUND (include internal/external issues that may exist including any related motions)	On January 21, 2020, your Board approved the execution of master agreements with 61 agencies for the provision of community engagement and related services and delegated authority to the Director of the Department of Public Health (Public Health), or designee, to execute competitively solicited work orders for services performed under the master agreements subject to the following criteria: a) if a Work Order Solicitation results in a work order that is \$299,999 or less annually, upon County Counsel review and approval, the respective department will notify your Board of the work order; and b) if a work order solicitation results in a work order that is \$300,000 or more annually, the respective department will return to your Board for approval. DCFS is requesting the Board's authorization to execute a competitively solicited work order using Public Health's master agreements, as this recommended action resulted in a work order that exceeds \$300,000.								

EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Link to ARDI's Equity Lens: https://ceo.lacounty.gov/ardi/ If Yes, please explain how: On February 18, 2025, DCFS' Office of Equity Division reviewed the Statement of Work (SOW) and OCP and DCFS Programs Bureau updated the SOW to meet the recommendations as requested.
FAMILY FIRST PREVENTSION SERVICES ACT (FFPSA) LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: On February 4, 2025, DCFS' FFPSA Section reviewed the SOW and Programs Bureau updated the SOW to meet the recommendations as requested.
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Link to BOS Priorities: https://ceo.lacounty.gov/category/priorites-initiative/ If Yes, please state which one(s) and explain how: The recommended actions are consistent with the Countywide Strategic Plan Goal North Star 1, Make Investments That Transform Lives, Focus Area Goal D, Support Vulnerable Populations.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Diquitha Aubrey, Division Chief (323) 526-6703 / aubred@dcfs.lacounty.gov



BRANDON T. NICHOLS
Director

JENNIE FERIA
Chief Deputy Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

June 3, 2025

The Honorable Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO APPROVE TO EXECUTE A MASTER AGREEMENT WORK ORDER
FOR THE PROVISION OF COMMUNITY ENGAGEMENT AND RELATED SERVICES
TO SUPPORT THE PILOTING NEUTRAL FACILITATION OF CHILD AND FAMILY
TEAMS FOR YOUTH
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) seeks delegated authority to execute a master agreement work order with South Bay Center for Counseling for the provision of Community Engagement and Related Services to support the Piloting Neutral Facilitation of Child and Family Teams for Youth.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or designee, to execute a competitively solicited master agreement work order, substantially similar to the attached, with South Bay Center for Counseling for the provision of Community Engagement and Related Services to support the Piloting Neutral Facilitation of Child and Family Teams for Youth effective the date of execution through June 30, 2026. This work order will be financed using 100 percent Mental Health Services Act (MHSA) Prevention Early Intervention (PEI) funds. Sufficient funding will be included in the Department's Fiscal Year (FY) 2025-2026 Adopted Budget.

"To Enrich Lives Through Effective and Caring Service"

2. Delegate authority to the Director of DCFS, or designee, to execute amendments to the Piloting Neutral Facilitation of Child and Family Teams for Youth work order in alignment with any changes to meet program needs, provided that: (a) applicable Federal, State, and County contracting regulations are observed; (b) sufficient funding is available; (c) County Counsel approval is obtained prior to execution of such amendments; and (d) the Director of DCFS notifies the Board and the Chief Executive Officer (CEO), in writing, within 10 business days of executing such amendments.
3. Delegate authority to the Director of DCFS, or designee, to extend this work order as needed, provided that: (a) applicable Federal, State, and County contracting regulations are observed; (b) sufficient funding is available; (c) County Counsel approval is obtained prior to execution of such amendments; and (d) the Director of DCFS notifies the Board and the CEO, in writing, within 10 business days of executing such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DCFS to execute a work order for the Piloting Neutral Facilitation of Child and Family Teams for Youth with one of the 88 agencies holding a current master agreement for Community Engagement and Related Services with the Department of Public Health (Public Health). The purpose of the Piloting Neutral Facilitation of Child and Family Teams for Youth work order is to provide youth under DCFS care with a neutral facilitator for the Child and Family Team (CFT) process, who has lived experience and is trained to assist youth with engagement in the CFT process, ensuring the voice of the youth is heard.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the Countywide Strategic Plan Goal North Star 1, Make Investments that Transform Lives, Focus Area Goal D, Support Vulnerable Populations.

FISCAL IMPACT/FINANCING

The total Maximum Contract Sum for this work order will be \$4,707,000. This work order will be financed using 100 percent MHSA PEI funds. Sufficient funding will be included in the Department's FY 2025-2026 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 21, 2020, your Board approved the execution of master agreements with 61 agencies for the provision of community engagement and related services and delegated authority to the Director of Public Health, or designee, to execute competitively solicited

work orders for services performed under the master agreements subject to the following criteria: a) if a Work Order Solicitation (WOS) results in a work order that is \$299,999 or less annually, upon County Counsel review and approval, the respective department will notify your Board of the work order; and b) if a WOS results in a work order that is \$300,000 or more annually, the respective department will return to your Board for approval.

As of February 5, 2025, the Request for Statement of Qualification (RFSQ) for the Community Engagement and Related Services remains open and additional master agreements were awarded since January 2020 to those who met the Minimum Mandatory requirements and now there are 88 master agreement holders.

DCFS is requesting the Board's authorization to execute a competitively solicited work order using Public Health's master agreements, as this recommended action resulted in a work order that exceeds \$300,000 or more annually.

The Department has evaluated these services and determined that the Living Wage Ordinance (County Code Chapter 2.201) does not apply to the work order.

The CEO and County Counsel have reviewed the Board letter and the attached sample work order. The work order has been approved as to form by County Counsel.

CONTRACTING PROCESS

On April 2, 2025, the Office of Child Protection (OCP), with guidance from Public Health, released a Community Engagement and Related Services WOS for the Piloting Neutral Facilitation of Child and Family Teams for Youth (CES-WOS-25). In response to the WOS, two (2) bid submissions were received.

On April 17, 2025, OCP completed the review of the required documents submitted. As a result, OCP determined South Bay Center for Counseling to be the lowest priced, responsive and responsible bidder to have met all of the minimum requirements as outlined in the WOS. At the time of this letter, OCP has not received any requests for proposed contractor selection review.

On April 23, 2025, DCFS sent a tentative selection of work order award letter to South Bay Center for Counseling.

CONTRACTOR PERFORMANCE

South Bay Center for Counseling will be a new contractor for this contract. The contractor will be monitored by DCFS' Program Bureau.

IMPACT ON CURRENT SERVICES

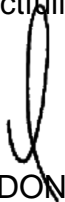
DCFS anticipates that the youth will have a stronger voice in the services that are identified to meet their needs.

Approval of the recommended actions will provide a valuable tool for DCFS.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter and attachment to DCFS.

Respectfully submitted,



BRANDON T. NICHOLS
Director

BTN:JF:CMM

RW:LTI:js

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT F

Master Agreement Number: PH-00xxxx
Work Order Number: PH-00xxxx- Wx

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH
SAMPLE MASTER AGREEMENT WORK ORDER
FOR
COMMUNITY ENGAGEMENT AND RELATED SERVICES

[CONTRACTOR NAME]

This Master Agreement Work Order (MAWO) and attachments hereto is made and entered into on _____, by and between the County of Los Angeles, Department of Public Health hereinafter referred to as "County" or "Public Health" or "Department" and **[Contractor Name]**, hereinafter referred to as "Contractor". Contractor is located at **[Address]**.

RECITALS

WHEREAS, on **[Mo/Day/Year]**, the County and Contractor entered into Master Agreement Number PH-00xxxx to provide Community Engagement and Related Services for Public Health; and

WHEREAS, Contractor submitted a response to Work Order Solicitation (WOS) Number CES-WOS-XXX **[Project Title]** released by Public Health on **[Mo/Day/Year]**, for Community Engagement and Related Services; and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments d under this MAWO and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-00xxxx remain in full force and effect.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Attachments A, B, C, D, E, F and G are attached to, and form a part of, this MAWO. In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents description of any task, deliverable, goods, service, or other work, or otherwise between the base MAWO and the attachments, or between attachments, such conflict or inconsistency will be resolved by giving precedence first to the Master Agreement, this MAWO, and then to the attachments according to the following priority.

Attachment A:	Statement of Work (to be attached to the MAWO)
Attachment B:	Scopes of Work (to be attached to the MAWO)
Attachment C:	Budget (to be attached to the MAWO)
Attachment D:	Business Associate Agreement Under the Health Insurance Portability and Accountability Act ("HIPAA")
Attachment E:	Contractor's Acknowledgment and Confidentiality Agreement
Attachment F:	County's Administration
Attachment G:	Contractor's Administration

2.0 WORK

Pursuant to the provisions of this MAWO, Contractor will fully perform, complete, and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work, and Attachment B Scope of Work. This MAWO constitutes the complete and exclusive statement of the understanding between the parties, relating to the subject matter of this MAWO.

3.0 TERM OF MASTER AGREEMENT WORK ORDER

This MAWO is effective upon execution through [month/day/year], unless sooner terminated or extended, in whole or in part, as provided in this MAWO.

4.0 MAWO BUDGET

County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Budget. Contractor must not add or replace services or personnel without the prior written permission of the County Project Manager or designee.

5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that the Public Health Director may cancel this MAWO, without cause, upon the giving of 10 calendar days' written notice to Contractor. As an alternative to cancellation, the Director may, at their sole discretion, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this MAWO via written amendment.

6.0 FUNDING SOURCE

Provision of services under this MAWO for [Project Title] for Community Engagement and Related Services are 100 percent funded by [Enter Grantor Name] funds.

7.0 MAXIMUM TOTAL COST AND PAYMENT

7.1 For the period of execution through [month/day/year], the annual Maximum Total (remove "the annual Maximum Total if there are multiple

periods/budgets) amount that County will pay Contractor for all services to be provided under this MAWO will not exceed **XX dollars (\$XX)**, as set forth in Attachment C, Budget.

Insert below if the MAWO has multiple periods/budgets

For the period of [month/day/year] through [month/day/year], the Maximum Total Amount that County will pay Contractor for all Services to be provided under this MAWO will not exceed XX dollars (\$XX), as set forth in Attachment C, Budget.

- 7.2 County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Budget(s).
- 7.3 Contractor must satisfactorily perform and complete all required services in accordance with Attachment A, Statement of Work and Attachment B, Scope of Work, notwithstanding the fact that total payment from County will not exceed the Total Maximum Amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the attachment(s) including, but not limited to, any time spent on the preparation for such activities.
- 7.4 All invoices for payment must be submitted by Contractor for approval to the County Project Manager, or designee, no later than 30 calendar days after month end from when the services were rendered by Contractor.
- 7.5 Within 30 calendar days after expiration or termination of this MAWO, Contractor must submit to County's Project Manager, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoice(s) to the County's Project Manager within the specified period described above will constitute Contractor's waiver to receive payment for any outstanding and/or final invoice(s).
- 7.6 The Director of Public Health may elect, or Contractor may request the Director of Public Health or designee, to execute Change Notices to this MAWO that: authorize modifications to or within budget categories within each budget and make corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or changes to this MAWO's terms and conditions. As authorized by the Board, a written Change Notice must be signed by the Director, or designee, and Contractor, and incorporated into and become part of this MAWO pursuant to subparagraph 8.1.4 of the Master Agreement.

8.0 INVOICE AND PAYMENTS

- 8.1 Contractor must invoice the County in arrears only for providing the tasks, deliverables, services, and other work specified in this MAWO.
- 8.2 Invoices under this MAWO must be submitted to County's Project Manager within 30 calendar days after the close of each calendar month during which

the services were rendered. County will make a reasonable effort to make payment within 30 days following receipt of a complete and correct monthly invoice. County will make payment in accordance with Attachment C, Budget(s).

- 8.3 County will make a reasonable effort to make payment within 30 days following receipt of an undisputed, complete, and correct monthly invoice, in accordance with Attachment C, Budget.

For Cost Reimbursement budget insert below section

Contractor must invoice County on a Cost Reimbursement basis, as reflected in Attachment C, Budget.

Cost Reimbursement includes:

- Salaries
- Employee Benefits
 - o At a minimum, the benefit package must include FICA, SUI, Disability Insurance, and Workers Compensation.
- Fixed Costs (if applicable)
- Operating Expenses
- Mileage and Travel
- Other Costs (including consultants/subcontractors)
- Indirect Costs

Invoices under this MAWO must be submitted to the address(es) set forth in Attachment F.

For fixed Price for Deliverable basis budget, insert below section

Contractor must invoice County on a Fixed Price for Deliverable basis as reflected in Attachment C, Budget.

Fixed Price Per Deliverable

Each invoice submitted by Contractor must include the following:

- The County MAWO number and Contractor's Master Agreement number;
- Period of performance of work being invoiced;
- Name(s) of persons who performed the work;
- A brief description of the deliverable(s) for which payment is claimed, the respective number(s) assigned to the deliverable(s), and the individual amount being billed for each deliverable;
- The budget, amounts claimed this period, amounts claimed year to date, and remaining balance;
- The total amount of the invoice; and
- Budget Attachment C.

While payments will be made in accordance with the fixed price per deliverable set out in the Budget(s), Contractor, if requested by County, State, or federal representatives, must be able to produce proof of actual costs incurred in the provision of units of service hereunder. If the actual allowable and documented costs are less than the fixed price per deliverable set in the budget(s), Contractor will be reimbursed only for the actual costs. In no event will County be required to pay Contractor for units of service that are not supported by actual allowable and documented costs.

Invoices under this MAWO must be submitted to the address set forth in Attachment F.

9.0 CONFLICT OF INTEREST

9.1 No County employee whose position with the County enables such employee to influence the award of this MAWO or any competing contract, and no spouse or economic dependent of such employee, will be employed in any capacity by Contractor or have any other direct or indirect financial interest in this MAWO. No officer or employee of Contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

9.2 Contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted, during the terms of this MAWO. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County. Full written disclosure includes but is not limited to, identification of all personnel implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph is a material breach of the Master Agreement.

10.0 MANDATORY COMPLETION DATE

Contractor must provide all services and deliverables no later than the completion date identified in the Statement of Work, Attachment A, and Scope of Work, Attachment B.

11.0 SERVICES

Contractor will not be paid for any task, deliverable, service, or other work that is not specified in this MAWO, and/or that exceeds the Maximum Total Amount and Payment amount of this MAWO, and/or that goes beyond the expiration date of this MAWO.

12.0 CONFIDENTIALITY

(THIS SHOULD BE USED FOR COVERED ENTITY)

The parties acknowledge the existence of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

Contractor understands and agrees that, as a provider of medical treatment services, it is a "covered entity" under HIPAA and, as such, has obligations with respect to the confidentiality, privacy and security of patient's medical information, and must take certain steps to preserve the confidentiality of this information, both internally and externally, including the training of its staff and the establishment of proper procedures for the release of such information, and the use of appropriate consents and authorizations specified under HIPAA.

The parties acknowledge their separate and independent obligations with respect to HIPAA, and that such obligations relate to transactions and code sets, privacy, and security. Contractor understands and agrees that it is separately and independently responsible for compliance with HIPAA in all these areas and that County has not undertaken any responsibility for compliance on Contractor's behalf. Contractor has not relied, and will not in any way rely, on County for legal advice or other representations with respect to Contractor's obligations under HIPAA, but will independently seek its own counsel and take the necessary measures to comply with the law and its implementing regulations.

"CONTRACTOR AND COUNTY UNDERSTAND AND AGREE THAT EACH IS INDEPENDENTLY RESPONSIBLE FOR HIPAA COMPLIANCE AND AGREE TO TAKE ALL NECESSARY ACTIONS TO COMPLY WITH THE REQUIREMENTS OF THE HIPAA LAW AND IMPLEMENTING REGULATIONS RELATED TO TRANSACTIONS AND CODE SET, PRIVACY AND SECURITY. EACH PARTY FURTHER AGREES THAT, SHOULD IT FAIL TO COMPLY WITH ITS OBLIGATIONS UNDER HIPAA, IT SHALL INDEMNIFY AND HOLD HARMLESS THE OTHER PARTY (INCLUDING THEIR OFFICERS, EMPLOYEES, AND AGENTS), FOR DAMAGES TO THE OTHER PARTY THAT ARE ATTRIBUTABLE TO SUCH FAILURE."

(THIS SHOULD BE USED FOR INADVERTENT ACCESS)

Contractor must ensure the confidentiality and safe keeping of all records associated with this MAWO. Contractor expressly acknowledges and agrees that the provision of services under this MAWO does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, Contractor must instruct its officers, employees, and agents, that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that in the course of the provision of services hereunder, Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records/patient information. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents, must maintain the confidentiality of any information obtained and must notify Public Health supervisory personnel immediately that such access has been gained, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, Contractor must indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents', access to patient medical records/patient information. Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

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**COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH
MASTER AGREEMENT WORK ORDER
FOR
COMMUNITY ENGAGEMENT AND RELATED SERVICES

SOUTH BAY CENTER FOR COUNSELING**

All Terms of the Master Agreement will remain in full force and effect. The terms of the Master Agreement will govern and take precedence over any conflicting terms and/or conditions in this MAWO. Neither the rates nor any other specifications in this MAWO are valid or binding if they do not comply with the terms and conditions of the Master Agreement, regardless of any oral promise made to Contractor by any County Personnel, whatsoever.

In witness whereof, Contractor has executed this Work Order, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Work Order to be executed on its behalf by the County's Director of Department of Children and Family Services or designee, the month, day, and year first written above.

COUNTY OF LOS ANGELES

By: _____
Brandon T. Nichols, Director
Department of Children and Family Services

Contractor

By: _____
Signature

Printed Name

Title: _____

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY COUNSEL
DAWYN R. HARRISON
County Counsel

By: _____
David Beaudet, Senior Deputy County
Counsel

Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work

ATTACHMENT A: STATEMENT OF WORK

COUNTY OF LOS ANGELES

OFFICE OF CHILD PROTECTION

AND

DEPARTMENT OF CHILDREN AND FAMILY SERVICES



_____, 2025

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

TABLE OF CONTENTS

1.0	PREAMBLE.....	3
2.0	BACKGROUND AND PURPOSE.....	3
3.0	OBJECTIVES.....	4
4.0	MAXIMUM FUNDING AVAILABLE.....	5
5.0	ADDRESSING EQUITY.....	5
6.0	DCFS AND OFFICE OF CHILD PROTECTION EQUITY GOAL.....	5
7.0	PILOT DETAILS.....	6
8.0	TARGET POPULATION	7
9.0	STAFFING REQUIREMENTS	7
10.0	UNIFORMS/IDENTIFICATION BADGES	10
11.0	REPORTING REQUIREMENTS.....	10
12.0	SERVICE DELIVERY SITES/HOURS/BUSINESS OPERATIONS.....	11
13.0	QUALITY CONTROL	11
14.0	COUNTY RESPONSIBILITIES	12
15.0	CONTRACTOR RESPONSIBILITIES	13
16.0	PROGRAM STAFF	15
17.0	PAYROLL & ACCOUNTING SPECIALIST	21
18.0	PERFORMANCE REQUIREMENT SUMMARY (PRS).....	21

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

1.0 PREAMBLE

The County of Los Angeles (COUNTY) seeks to collaborate with community partners consistent with its values of Accountability, A Can-Do Attitude, Compassion, Customer Orientation, Integrity, Leadership, Professionalism, Respect for Diversity and Responsiveness. These shared values are further articulated in COUNTY'S strategic plan to make investments that transform lives, foster vibrant and resilient communities, and realize tomorrow's government today.

It is with these values in mind that the COUNTY strives to enhance its health and human services system and improve the lives of children and families. It is a fundamental expectation, that the COUNTY and its contracting partners share a commitment to provide the supports that are consistent with its Mission, Vision, Values, Goals and Performance Outcomes.

The vision of the Los Angeles County (LAC) Office of Child Protection (OCP) and Department of Children and Family Services (DCFS) aligns with the COUNTY and affirms that children thrive in safe families and supportive communities. DCFS commits to practice a uniform service delivery model. This model aims to measurably improve child safety, permanency, and access to effective and caring services. DCFS focuses on providing responsive, efficient, and high-quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, and communities – this model is expressed in the DCFS Integrated Core Practice Model (ICPM). Moreover, OCP is committed to ensuring that youth and family voice are integrated into case planning and decision-making.

2.0 BACKGROUND AND PURPOSE

Assembly Bill (AB) 403, commonly known as the Continuum of Care Reform (CCR), made extensive changes to California's child welfare system. The intent of the CCR is to have children and youth who must live apart from their parents/guardians, live in a permanent home with a committed adult(s) who can meet their needs. CCR changes also include, but are not limited to, providing services and supports to children, youth, and their families that reduce reliance on congregate care, thereby increasing placements in home-based settings.

One of the CCR's most fundamental principles is that child welfare services are most effective when delivered in the context of a child or youth and family-centered Child and Family Team (CFT) that shares responsibility to assess, plan, intervene, monitor, and refine services over time. Welfare and Institutions Code, Section 16501.1 (c) and (d) require that COUNTY placing agencies convene a CFT meeting (CFTM) as defined in Section 16501 to identify supports and services that are needed to achieve permanency, enable a child to live in the least restrictive family setting, and promote healthy childhood experiences. CFTMs must be held in compliance with regulatory guidelines set forth by AB403, AB153 and AB1068, and further outlined in California

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

Department of Social Services (CDSS) All County Letters (ACL).

CFTMs must include:

- The youth, if developmentally/cognitively appropriate;
- The assigned Social Worker/Probation Officer from the County;
- A parent or guardian of the child/youth;
- The current caregiver of the child;
- Court Appointed Special Advocates, and other professionals or providers as appropriate; and
- Other individuals as determined necessary by any of the mandatory involved parties, and may include youth or parent partners, school personnel, formal or informal supports of the family, etcetera.

In response to stakeholder input and concerns regarding the need for youth voice to be centered in CFTs with support from a neutral facilitator, the LAC Department of Mental Health (DMH) is collaborating with OCP and DCFS to develop and implement a pilot to train young people with prior lived experience in the child welfare and/or probation system in ICPM and facilitation of CFTMs.

Additionally, these neutral facilitators with lived experience will be:

- Mentored to engage youth newly placed in out-of-home care with complex needs and are in the process of their initial assessment; and
- Tasked with preparing and educating youth in out-of-home care on the CFTM process and preparing them for their first CFTM by helping the youth understand the CFTM process and assisting them to identify key individuals they would like to participate in their CFTMs.

3.0 OBJECTIVES

- The purpose of the Piloting Neutral Facilitation of Child and Family Team Meetings for Youth project is to pilot neutral facilitation of CFTMs for DCFS-involved youth by young people with lived experience, and support and empower the DCFS-involved youth to advocate for themselves, improve placement adjustment and stability, and decrease placement disruption.
 - Should there be a placement disruption, the Neutral Facilitator would remain a constant for the youth in placement through the CFTM process.
- The program aims to enhance access across ethnically, racially, and otherwise diverse communities that have been historically underserved or unserved. The program will support family/relative caregiver systems ability to manage stress and self-regulate and support placement stabilization.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

- By positioning former system-involved youth as CFTM facilitators, we aim to create a more inclusive, compassionate, and effective system that elevates lived experiences to drive meaningful change.
- The Piloting Neutral Facilitation of Child and Family Team Meetings for Youth project will introduce a transformative approach where young people formerly involved in the foster care and/probation systems play a lead role in guiding discussions and decision-making in a youth-centered way during CFTMs.

4.0 MAXIMUM FUNDING AVAILABLE

Funding for this project has been secured through the Mental Health Services Act (MHSA) Prevention Early Intervention (PEI) in the amount of \$884,000 for fiscal year 2024-25 and \$3,823,000 for fiscal year 2025-26. Funds must be expended by June 30, 2026. This project will ensure there are CFTM Neutral Facilitators with Lived Experience across all supervisorial districts, with a focus on complex care youth with the highest need.

5.0 ADDRESSING EQUITY

The Anti-Racism, Diversity, and Inclusion (ARDI) Equity Map reports the highest disadvantaged communities through LAC: SD1- 75%, SD2- 80%, SD3-63%, SD4- 72%, SD5- 61%. Implementation of the Neutral Facilitators with Lived Experience will be across all 5 SDs based on new detention data.

6.0 DCFS AND OFFICE OF CHILD PROTECTION EQUITY GOAL

Equity sits at the center of everything we do and threads throughout all of our bodies of work. Thereby, we believe creating a culture of safety, equity, and community ensures improved service delivery and positive outcomes for children, youth, families, and the communities where they reside. DCFS and the Office of Child Protection is dedicated to addressing the needs of underserved and marginalized populations by ensuring equitable access, inclusion, diversity and opportunities for all children, youth and families. The plan of equitable access provides resources to high risk and vulnerable children, including children/youth who are part of an overrepresented race or ethnic group within the Los Angeles County Child Welfare system, and with a focus on Black, Indigenous, and People of Color (BIPOC) and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual/Aromatic, Two Spirit, and other gender and sexual minority communities. The plus symbol acknowledges other identities and expressions (LGBTQIA2S+) children.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

7.0 PILOT DETAILS

7.1 Minimum Mandatory Requirements

- 7.1.1 CONTRACTOR should have a minimum of 5 years of professional experience providing community engagement services within the child welfare system.
- 7.1.2 CONTRACTOR should have three years of experience within the last five (5) years providing direct services to or working with youth involved in the foster care system.
- 7.1.3 CONTRACTOR should have three years of experience within the last five (5) years participating in or facilitating multidisciplinary team meetings (e.g., Individual Education Plan meetings (IEPs), CFTM's, Multi-Disciplinary Case Planning Commitment (MCPCs) meetings), or other multidisciplinary meets involving child welfare involved youth.
- 7.1.4 CONTRACTOR should have strong engagement and communication skills and demonstrate the ability to engage complex needs youth.
- 7.1.5 CONTRACTOR must demonstrate the ability to onboard required staff and implement the project quickly. CONTRACTOR must submit an implementation plan.
- 7.1.6 CONTRACTOR must not use staff from other COUNTY contracted programs to staff this project. Any sharing of staff must be pre-approved by the COUNTY.
- 7.1.7 CONTRACTOR should demonstrate their experience cultivating community relationships to improve support and retention, placement stability, and permanency outcomes for youth in foster care.
- 7.1.8 CONTRACTOR will prioritize hiring individuals who bring lived experience and a passion to serve others for the Neutral Facilitator positions.
- 7.1.9 CONTRACTOR's team should be comprised of individuals who reflect the diversity seen within the community of caregivers and youth, making them relatable, trustworthy, and relevant to the needs of the community.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

8.0 TARGET POPULATION

This demonstration project will focus on youth in, or at risk of entering foster care and/or or being placed into congregate care with high acuity complex needs to enhance placement stability and care coordination. High acuity children/youth include those who are under the care and supervision of the DCFS placed in out of home care, as well as high acuity children/youth involved in an emergency response investigation at risk of removal.

9.0 STAFFING REQUIREMENTS

The core of this initiative is the recruitment and development of Neutral Facilitators with Lived Experience —former foster and/or probation-involved youth trained to facilitate CFTMs. These young people will not only guide youth and their caregivers/families through the CFT process but also serve as advocates to center youth voice in decision-making.

- 9.1 CONTRACTOR shall provide a maximum 40 full time equivalent (FTE) Neutral Facilitator positions, up to of 40 in FY 24-25, and a maximum of the remaining 40 positions in FY 25-26.
- 9.2 CONTRACTOR shall also provide administrative support staff to coordinate with DCFS to schedule CFTMs. Recruitment shall be done Countywide. To ensure success, the initiative will provide a robust support structure for Neutral Facilitators with Lived Experience. CONTRACTOR is responsible for hiring and supervising facilitators to ensure ongoing effective and timely completion of all ongoing CFTMs. Neutral facilitators should be provided with supervision at a 1:5 ratio to ensure adequate support is provided.
- 9.3 CONTRACTOR must use neutral facilitator staff in accordance with COUNTY guidelines to facilitate CFTMs.
- 9.4 CONTRACTOR shall recruit and employ individuals with lived experience that have knowledge to the solutions, issues, and challenges of the target population.
- 9.5 CONTRACTOR shall recruit Individuals who are intentionally affirming and knowledgeable of LGBTQ+ needs and challenges.
- 9.6 CONTRACTOR must have access to and the ability to recruit and hire young people with lived experience and the maturity to implement the program within the project timeframes.
- 9.7 CONTRACTOR shall ensure that the neutral facilitators possess the ability, based on education or experience, to handle the variety of experiences they

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

may encounter when working with youth and families, including those with complex care needs, from the interview, preparation, assessment, and through the CFTM facilitation process.

- 9.8 Required skills for Neutral Facilitators include, but are not limited to ability to:
- model respectful and inclusive process of the team decision-making model;
 - understand the process and issues of developing of safe and acceptable action plans;
 - manage conflict;
 - foster participation by all;
 - remain neutral and fair;
 - promote collaboration and consensus;
 - engage in the meeting while remaining outside of the actual planning;
 - engage people in a wide range of values, interests, and cultures, and builds trust in the process.
- 9.9 CONTRACTOR may employ ancillary employees required to assist in the development of database or tracking mechanism for use of scheduling, coordinating, and executing referrals of all CFTMs.
- 9.10 CONTRACTOR may adjust business practices to meet minimum capacity for CFTM facilitation requirements.
- 9.11 CFTM capacity may vary throughout the fiscal year. It is estimated approximately 700 to 1000 CFTMs will be required per full fiscal year. OCP, DCFS, and CONTRACTOR will work together to determine the minimum number of CFTMs that the Neutral Facilitators will be assigned each fiscal year once contract is executed.
- 9.12 CONTRACTOR must ensure minimum staffing levels are maintained. Any changes in staffing detail or sharing of staff across programs require prior written approval of the COUNTY and may require an amendment. Approved changes will be noted in an updated staffing detail. Notify COUNTY of all changes in staff and/or classification vacancies that exceed 30 days within ten (10) business days of change.
- 9.13 Ensure that the following additional requirements for all CONTRACTOR staff are met:
- 9.13.1 CONTRACTOR shall establish a procedure and documentation acceptable to COUNTY to ensure that all staff performing services under this agreement, including but not limited to, facilitators, clerical staff, supervisors shall report all known or suspected child abuse or neglect to a child protective agency as defined in Penal Code Section 11165 and shall report all known or suspected incidents of elder or

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

dependent adult abuse or neglect to an adult protective service agency as defined in WIC Section 15630.

- 9.13.2 CONTRACTOR shall examine the arrest and conviction records of all current and prospective facilitators and not employ or continue the employment of any person convicted of any crime involving harm to children and/or elder or dependent adults or any person on active probation or parole nor shall employment be offered to, or continued for, anyone that must register pursuant to Penal Code Section 290.
- 9.13.3 CONTRACTOR staff assigned to this Program must first pass a criminal/ background check and agree to submit Livescan (or equivalent) verification of criminal/background history to the COUNTY. The COUNTY has the right to request replacement or reassignment of individual staff as a result of information obtained at any time during this process.
- 9.13.4 CONTRACTOR must provide an implementation project plan including a staffing plan.
- 9.13.5 CONTRACTOR shall work with the COUNTY to develop a comprehensive initial and ongoing training plan for all Neutral Facilitators with Lived Experience. CONTRACTOR will arrange and schedule trainings with the COUNTY and partners, such as the Alliance for Children's Rights, Children's Law Center, and Department of Public Health Substance Abuse Prevention and Control (DPH SAPC), to ensure all facilitators have knowledge on the following topics. OCP, DCFS, and DMH can provide guidance to CONTRACTOR on available no-cost trainings; CONTRACTOR may also subcontract with other organizations for training needs. Trainings include, but not limited to:
 - 9.13.5.1 CONTRACTOR Onboarding
 - 9.13.5.2 Integrated Core Practice Model, and CFTM facilitation
 - 9.13.5.3 Child and Adolescent Needs Assessment (CANS)
 - 9.13.5.4 Foster Youth Bill of Rights (FYBORs)
 - 9.13.5.5 Educational Rights and Post-Secondary Education
 - 9.13.5.6 Workforce Development
 - 9.13.5.7 Career exploration and preparation activities, such as paid work experiences
 - 9.13.5.8 Confidentiality and Rights
 - 9.13.5.9 Mandated reporter requirements and the efforts of the LA County Mandated Supporting Initiative
 - 9.13.5.10 Assessing Resources for Transition Age Youth (TAY)
 - 9.13.5.11 Trauma Informed Training (101, Engagement/Healing Centered; Secondary Trauma)
 - 9.13.5.12 Permanency Stabilization Team (PST) Youth Engagement

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

- Training
- 9.13.5.13 Diversity Equity Inclusion (DEI)/Eliminating Racial Disproportionality and Disparity(ERDD)/Implicit Bias Training
- 9.13.5.14 Cultural Awareness
- 9.13.5.15 ICWA/Tribal Youth
- 9.13.5.16 Conflict Management and De-escalation
- 9.13.5.17 Supporting Commercially Sexually Exploited Children (CSEC) Youth
- 9.13.5.18 Supporting Lesbian, Gay, Bisexual, Transgender Queer/Questioning (LGBTQ+) Youth
- 9.13.5.19 Expecting Parenting Youth (EPY)
- 9.13.5.20 Understanding Systemic Inequities
- 9.13.5.21 Motivational Interviewing
- 9.13.5.22 Peer Support Specialist Training and Certification (SB803)
- 9.13.5.23 Substance Use and Resources

10.0 UNIFORMS/IDENTIFICATION BADGES

Contractor staff assigned to County facilities must always wear appropriate attire in compliance of the COUNTY's dress code. Contractor must ensure their employees are appropriately identified as set forth in Paragraph XX (Contractor's Staff Identification), of the Contract.

11.0 REPORTING REQUIREMENTS

- 11.1 CONTRACTOR shall use data collection systems agreed upon by COUNTY to track necessary and relevant information for the CFTMs that the neutral facilitators are involved in. Information may include, but is not limited to:

- 11.0.1.1 Name(s), DOB, family members;
- 11.0.1.2 Address where family resides and phone number, if available;
- 11.0.1.3 Signed release of information agreement, if available;
- 11.0.1.4 Purpose of the CFTM request;
- 11.0.1.5 Date of referral and date of meeting;
- 11.0.1.6 Copy of the plan and progress notes;

11.2 Outcome Measures

COUNTY expects to see improvements in protective factors, placement stability, and exits to permanency (e.g., reunification, guardianship, and adoption) and a decrease in risk factors (e.g., placement instability).

Specific improvement targets will be set jointly by COUNTY and

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

CONTRACTOR.

Improvement in the selected outcomes will be monitored via ongoing reports. The content, format and frequency of said reports will be determined jointly by COUNTY and CONTRACTOR.

- 11.3 CONTRACTOR will identify a point of contact for COUNTY to facilitate the development of the reporting process as well as for ongoing communication. All required reports shall be submitted timely to COUNTY and shall contain all the required information/data. Data may include but not limited to:

- 11.3.1 Number of referrals and linkages;
- 11.3.2 Number of completed CFTMs
- 11.3.3 Number of meetings completed within 5 days of due date;
- 11.3.4 Number of formal supports at each meeting;
- 11.3.5 Number of natural supports at each meeting;
- 11.3.6 Sending paperwork to all parties within 1 business day of CFTM;
- 11.3.7 Demographic composition of participants; and
- 11.3.8 Post meeting survey to measure effectiveness of CFTM.

- 11.4 CONTRACTOR shall submit a program narrative along with a semi-annual Outcomes, Satisfaction Survey summary and Data Report, outlining program successes and challenges encountered during the reporting period and describing how the challenges were resolved.

12.0 SERVICE DELIVERY SITES/HOURS/BUSINESS OPERATIONS

All CONTRACTOR services shall be in-person at a mutually agreed location unless the youth/family specifies a preference for virtual services.

CONTRACTOR'S business hours are defined as Monday – Friday 8:00am-5pm, Except Federal and State holidays and weekends. CONTRACTOR'S hours may be adjusted to meet the needs of the family/youth to conduct a CFTM.

The CONTRACTOR shall maintain a business address and phone contact number where the CONTRACTOR conducts business.

13.0 QUALITY CONTROL

The Contractor shall develop a Quality Assurance Plan (QAP) within 90 days from the start of contract to assure the requirements of the contract are met. The original QAP and any revisions thereto shall include, but not be limited to, the following:

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

13.1 Methods used to ensure that the quality of service performed fully meets the performance requirements set forth in the Statement of Work and Performance Requirements.

13.2 Contractor shall include methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable by the COUNTY Program Manager (CPM).

CONTRACTOR shall not utilize any employee or subcontractor whose work has been deemed deficient and unacceptable by the COUNTY Program Manager (CPM).

The CPM, or other personnel authorized by the COUNTY, shall monitor Contractor's performance under this contract using the quality assurance procedures specified in this Statement of Work and the Performance Requirements Summary.

14.0 COUNTY RESPONSIBILITIES

The COUNTY's and the CONTRACTOR'S responsibilities are as follows:

14.1 Personnel

The COUNTY shall provide a DCFS Program Manager (CPM) to coordinate the delivery of the services of this contract with the CONTRACTOR'S Director of Programs and Community Relations.

14.2 The CPM or designated alternate shall have full authority to monitor CONTRACTOR'S performance in the day-to-day operation of this contract.

The CPM shall provide direction to CONTRACTOR in areas relating to DCFS policy, information, and procedural requirements.

COUNTY's Program Manager, responsible for daily management of CONTRACT operation and overseeing monitoring activities.

The CPM is not authorized to make any changes in the terms and conditions of this contract and is not authorized to obligate the COUNTY in any way whatsoever beyond the terms of this contract.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

15.0 CONTRACTOR RESPONSIBILITIES

Contractor's responsibilities are as follows:

15.1 General Responsibilities

- 15.1.1 CONTRACTOR is required to attend a scheduled quarterly meeting with DCFS Program Manager(s) or designee.
- 15.1.2 Verbal notification of a Contract discrepancy shall be made to the Contract Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the COUNTY and the CONTRACTOR.
- 15.1.3 Verbal notification of a Contract discrepancy shall be made to the Contract Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the COUNTY and the CONTRACTOR.
- 15.1.4 The COUNTY Contract Project Monitor shall determine whether a formal Contract Discrepancy Report (CDR) shall be issued. Upon receipt of this document, the CONTRACTOR is required to respond in writing to the County Contract Project Monitor within 3 workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the CDR shall be submitted to the County Contract Project Monitor within 3 workdays.
- 15.1.5 CONTRACTOR shall designate a Director of Programs and Community Relations responsible for daily management of Contract operation and overseeing the work to be performed by CONTRACTOR as defined in this Statement of Work.
- 15.1.6 CONTRACTOR's Director of Programs and Community Relations shall be responsible for CONTRACTOR 's day-to-day activities as related to this contract and shall coordinate with County Program Manager on a regular basis.
- 15.1.7 The Director of Programs and Community Relations shall not schedule or conduct any meetings or negotiations under this contract on behalf of the COUNTY or DCFS.
- 15.1.8 CONTRACTOR shall ensure that criminal clearance and background checks are conducted and maintained for all of CONTRACTOR 's staff and volunteers, in accordance with all applicable local, state, and

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

federal laws and regulations. A criminal clearance waiver received from the California Department of Social Services Community Care Licensing Division (CCL) shall be accepted. The cost of such criminal clearances and background checks is the responsibility of CONTRACTOR, regardless of whether CONTRACTOR's staff/volunteers pass or fail the background and/or criminal clearance investigation.

- 15.1.9 CONTRACTOR shall obtain and maintain copies of professional licenses for applicable staff.
- 15.1.10 CONTRACTOR shall obtain and maintain evidence of entitlement to work in the United States in accordance with the provisions of the Immigration Reform and Control Act.
- 15.1.11 CONTRACTOR shall ensure that all personnel performing services under this contract are able to read, write, speak, and understand English. In addition to having competency in English, the CONTRACTOR shall ensure there is sufficient number of Spanish bi-lingual staff to meet the language needs of the community served.
- 15.1.12 CONTRACTOR shall ensure all professional staff providing services are committed to creating a space of accountability, where equity is the state of mind, biases are checked that effectively respond to differences within the community CONTRACTOR proposes to provide services.
- 15.1.13 Tuberculosis (TB) Screening Test CONTRACTOR shall ensure that all personnel performing services under this CONTRACT are administered a Mantoux PPD Test/chest x-ray not more than one year prior to commencing work under this contract, and annually thereafter for the duration of the contract. CONTRACTOR shall maintain copies of TB test results in each employee's personnel folder. Any employee who is skin test positive must be examined by a physician and found to be free of communicable tuberculosis (i.e., chest x-ray) prior to commencing work under this contract.
- 15.1.14 CONTRACTOR shall secure and maintain staff in adequate numbers with sufficient education, experience and expertise to successfully operate the program in compliance with the requirements of this SOW.
- 15.1.15 CONTRACTOR shall not discriminate on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability or HIV status is prohibited in the California Foster care system.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

- 15.1.16 CONTRACTOR shall ensure their employees are appropriately identified with CONTRACTOR's Staff Identification.
- 15.1.17 The purchase of all materials/equipment to provide the needed services is the responsibility of the CONTRACTOR. CONTRACTOR shall use materials and equipment that are safe for the environment and safe for use by the employee
- 15.1.18 CONTRACTOR shall provide training programs for all new employees and continuing in-service training for all employees.
- 15.1.19 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

16.0 PROGRAM STAFF

CONTRACTOR program staff shall include but not be limited following positions and minimum qualifications:

16.1 Project Manager

The Project Manager plays a vital role in overseeing and coordinating the project focused on promoting unity and support within the foster care system. The program manager will supervise the Youth CFTM Facilitators and Site Supervisors. This position involves managing project timelines, resources, and stakeholders to ensure successful implementation and achievement of project objectives. The Project Manager collaborates with a diverse range of stakeholders, including foster families, child welfare agencies, community organizations, and government entities, to facilitate effective communication, collaboration, and the delivery of high-quality services. Program Manager should hold the following minimal qualifications:

- a. Bachelor's degree required.
- b. Two to five years of full-time experience in program and/or project management, and/or donor development, or a related field.
- c. Commitment to the values of public service; the mission of CONTRACTOR; and diversity, equity, and inclusion.

16.2 Program Administrative Assistant/ CFTM Coordinator

The Program Administrative Assistant/CFTM Coordinator will provide essential support in logistics, scheduling, and record-keeping to ensure the smooth execution of CFTMs. This role allows the program team to focus on mentoring and development activities while ensuring that operational details are handled

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

efficiently.

The CFT Coordinator will review, and screen referrals received by a social worker/probation officer for planning and scheduling CFTM by confirming receipt of referral with assigned social worker/probation officer and verifying the following information on the referral:

- a. Date by which CFTM is needed;
- b. Participants and contact information;
- c. Purpose of the CFTM;

Location of the child and family for CFTM location selection. Depending on the needs of the family, CFTMs are held at COUNTY offices, CONTRACTOR offices, in family homes, foster family homes, virtual meeting platforms, community-based agencies, and/or foster family agencies; and Assign a CFTM Facilitator to the referral.

16.3 Youth Program Manager

The Youth Program Manager will oversee the daily operations of the initiative, supervising 20 Youth CFTM Mentors and 4 Site Supervisors. This role is essential for providing leadership, maintaining accountability, and ensuring the program's smooth execution and long-term success. Duties include:

- 16.3.1 Training, supervision, and support for LE Facilitators.
- 16.3.2 Develop and maintain a database/schedule for all required ongoing CFTM to ensure timely completion of CFTM.
- 16.3.3 Ensure the facilitator has the capacity to plan, schedule and conduct all requested CFTM in the required timelines. Timeline and frequency of meetings will be determined by the child/youth and family's needs and new event, but at a minimum CFTM will be held.
- 16.3.4 Within the first 60 days of the child entering the child welfare or probation foster care placement, if an initial CFTM was not previously held. The value is to hold meetings as soon as possible to meet the needs of the child/youth and family.
- 16.3.5 Initial CFTM to be held within the first 3 business days following placement into out-of-home care.
- 16.3.6 Every 90 days for a child/youth receiving Intensive Care Coordination (ICC) or Intensive Home-Based Services (IHSB) specialty mental health service.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

- 16.3.7 At least once every 6 months after initial meetings.
- 16.3.8 Meeting timelines will be negotiated by social worker/probation officer that ensure safety and well-being are factored in. Other extenuating circumstances that may require a meeting be held sooner than the required timeline:
 - 16.3.8.1 A member requests a meeting;
 - 16.3.8.2 Imminent risk of removal (prior to);
 - 16.3.8.3 Child(ren) placed into protective custody (immediately thereafter);
 - 16.3.8.4 Initial case plan;
 - 16.3.8.5 Case plan review, a minimum of every six months;
 - 16.3.8.6 Prior to reunification;
 - 16.3.8.7 Developing a visitation plan for overnights;
 - 16.3.8.8 Placement changes or risk of placement disruption;
 - 16.3.8.9 Developing a Transitional Independent Living Plan for youth ages 14 and older;
 - 16.3.8.10 Crisis stabilization or safety planning;
 - 16.3.8.11 Youth is arrested;
 - 16.3.8.12 Assessment for the need of Specialty Mental Health Services;
 - 16.3.8.13 If there is a consideration for Medi-Cal Therapeutic Foster Care Services;
 - 16.3.8.14 Consideration of placement in Short-Term Residential Therapeutic Program (STRTP) and/or Qualified Individual (QI) assessment planning.

16.4 Case Manager - Youth Resource Navigation & Coordination

The Case Manager will play a vital role in identifying and coordinating services and referral and linkage to resources for youth and families based on needs discussed during the CFTMs. By ensuring that resources are aligned and delivered in a timely manner, this position supports the continuity of care and comprehensive service delivery.

16.5 Workforce Development & Program Fidelity Coordinator

This role ensures that the Youth CFTM Facilitators are properly trained, supported, and meeting program standards. The coordinator will oversee workforce development initiatives, ensuring that facilitators have the skills and tools they need to succeed and that the program adheres to its goals and guidelines.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

16.6 Neutral Facilitators with Lived Experience - Site Supervisors

To provide individualized support, a 1:5 supervisor-to-youth ratio will be maintained. The Site Supervisors will be responsible for offering hands-on guidance and skill development to ensure the success of the Neutral CFTM Facilitators. This structure allows for tailored mentorship, which is critical to the facilitators' professional and personal growth.

16.7 Neutral Facilitators with Lived Experience

CONTRACTOR will hire 40 Neutral CFTM Facilitators with Lived Experience during the contract term, all of whom are youth or young people with experience in the foster care or juvenile justice system. These positions reflect our commitment to empowering youth by directly involving them in shaping and informing the CFTMs. Their lived experiences will guide the process, ensuring a collaborative and authentic environment within the child welfare system.

The purpose of the Neutral CFTM Facilitator is to support and empower youth in foster care to advocate for themselves, improve placement adjustment and stability, and decrease placement disruption. Should there be a placement disruption, the Neutral Facilitator would remain a constant for the youth in placement. Required skills are listed under staffing requirements.

Required trainings are listed under staff requirements.

Neutral Facilitator Duties:

- 16.7.1 CFTMs will be referred by DCFS based on the identified target population.
- 16.7.2 Prior to the scheduled the CFTM the CFT facilitator, in coordination with the administrative support, will collaborate with the assigned social worker/probation officer to obtain a thorough overview of the case to prepare for the facilitation of the CFTM.
- 16.7.3 The facilitator will then conduct a pre-meeting interview with the child and family wherein the facilitator will:
 - 16.7.3.1 Meet with the child/youth and family to explain the system of care and how it benefits children;
 - 16.7.3.2 Listen to concerns; Build trust;
 - 16.7.3.3 Assess strengths for child/youth and family;
 - 16.7.3.4 Help the parent(s)/caregiver(s) identify their outcomes and define their team;
 - 16.7.3.5 Explain to the family their right to privacy and the limits of confidentiality as it relates to CFTMs;

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

- 16.7.3.6 Explain to the family and team members the purpose of the CFT is to develop action steps to meet the identified needs directed towards goal within the context of the presenting needs; help the team members to determine if they are ready, willing and able to participate on the team;
 - 16.7.3.7 Establish a working agreement and social contract with the team members;
 - 16.7.3.8 Discuss ground rules in advance so that participants know what to expect and how to prepare to present concerns;
 - 16.7.3.9 Identify any barriers to desired outcomes;
 - 16.7.3.10 Inform the team members who will be attending the meeting;
 - 16.7.3.11 Establish a workable meeting time and place;
 - 16.7.3.12 Determine and collaborate with assigned social worker if special accommodations, such as interpreters, will be needed;
 - 16.7.3.13 Contact and invite members of the team to participate and provide time and location of CFTM;
 - 16.7.3.14 Notify the assigned social worker/coach developer if the parent or team member has failed to respond to the facilitator's efforts to schedule a CFTM;
 - 16.7.3.15 Create a preliminary meeting agenda with the child/youth and family;
 - 16.7.3.16 Prepare a document with meeting agenda and summary of strengths and needs for discussion.
- 16.7.4 During the meeting the Facilitator must provide the following:
- 16.7.4.1 Facilitate ongoing CFTM in accordance with the Integrated Core Practice Model;
 - 16.7.4.2 Ensure CFTM members understand, agree and sign a confidentiality agreement whereby members agree to abide by confidentiality laws related to CFTM disclosures;
 - 16.7.4.3 Set goals and identify desired outcomes;
 - 16.7.4.4 Prioritize list of outcomes to identify areas of initial team efforts;
 - 16.7.4.5 Assist in identifying child/youth and family's strengths;
 - 16.7.4.6 Identify child and family's needs (what needs to happen in order to achieve goals);
 - 16.7.4.7 Prioritize child/youth and family's needs;
 - 16.7.4.8 Guide team to develop strategies and make sure strategies are linked to needs, not services, and make sure strategies are matched to youth/family strengths;
 - 16.7.4.9 Guide the team toward consensus. Use strategies to

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

- build consensus by clarifying the areas of agreement and disagreement, helping team members lay out options and choices and identify areas the members can agree on;
 - 16.7.4.10 Help each participant in the meeting see the value and worth of each team member;
 - 16.7.4.11 Encourage team members to be honest and open with each other;
 - 16.7.4.12 Ensure team members that any concerns should be shared in the meeting;
 - 16.7.4.13 Make sure the team has a common purpose and goal;
 - 16.7.4.14 Express compassion for the pain and concerns communicated;
 - 16.7.4.15 Use solution focused questions to keep participants viewing opportunities for change;
 - 16.7.4.16 Assess and help the team work together through differences;
 - 16.7.4.17 Encourage participant to talk directly to one another;
 - 16.7.4.18 Cue the group so its efforts develop a plan that will work for the youth/family and team;
 - 16.7.4.19 Refocus discussion toward the positive, toward the task, and toward solutions;
 - 16.7.4.20 Use interruptions only to maintain ground rules, and when necessary, to bring the group back to task;
 - 16.7.4.21 Use summarization purposefully to focus the group and reinforce agreement;
 - 16.7.4.22 Use solution focused questions to draw out options and help the team use solutions that have worked in the past;
 - 16.7.4.23 Add key points of information if the family forgets;
 - 16.7.4.24 Obtain commitment and distribute tasks and responsibilities and outline the tasks and timeframes in the plan;
 - 16.7.4.25 Make sure team completes the satisfaction CFT Survey (ca.gov) at the end of each meeting.
 - 16.7.4.26 Schedule next meeting. Subsequent meetings should be built on prior agreements and action plans.
- 16.7.5 After the CFTM, the facilitator, in coordination with the administrative support, will:
- 16.7.5.1 Complete the CFT Plan at the conclusion of each CFTM and provide a copy to all participants within 3 working days;
 - 16.7.5.2 Maintain ongoing communication with the CFT members as needed; and
 - 16.7.5.3 Evaluate and with CFT members' feedback, modify CFT structure as needed.

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

17.0 PAYROLL & ACCOUNTING SPECIALIST

The Payroll & Accounting Specialist will handle the financial responsibilities, including payroll processing, expense tracking, and budgeting.

17.1 REPORTS AND RECORD KEEPING

CONTRACTOR shall provide COUNTY with a monthly service report for the previous month by the 15th of the month indicating the work and activities performed. This report should include the following reports and/or information included within these reports:

18.0 Performance Requirement Summary (PRS)

PERFORMANCE OUTCOME MEASURE SUMMARY AND ACTIONS FOR UNMET PERFORMANCE OUTCOMES

REQUIRED SERVICES	PERFORMANCE STANDARD	MONITORING METHOD	COUNTY ACTIONS FOR UNMET PERFORMANCE OUTCOMES
CONTRACTOR shall provide all tasks and deliverables associated with meeting the elements outlined in the CONTRACTOR SERVICES FOR PILOTING NEUTRAL FACILITATION OF CHILD AND FAMILY TEAM MEETINGS FOR YOUTH PROGRAM (Attachment A) of the SOW.	100% Compliance	<p>Monitoring Methods shall include but are not limited to:</p> <p>CONTRACTOR shall use a data Collection system agreed upon by COUNTY to track necessary and relevant information for the CFTMs that the neutral facilitators are involved in.</p> <p>Information may include but is not limited to: Demographic data; release of information agreement, if available; Purpose of the CFTM request; Date of referral and date of</p>	<p>Substandard performance will be documented by User Complaint Reporting (UCR) and shall result in implementation of a Corrective Action Plan (CAP), and Review Conference, or Contract Termination.</p> <p>If the Contractor receives a UCR notice of its Non-compliance with this SOW or Contract, Contractor shall submit to the County, within 48 hours from receipt of such notice, a written Corrective Action Plan (CAP), which shall contain an explanation of the problem, and a plan for correcting the problem, which is subject to County approval.</p>

**Office of Child Protection and Department of Children and Family Services
Piloting Neutral Facilitation of Child and Family Teams for Youth
Statement of Work**

		<p>meeting; Copy of the plan and progress notes.</p> <p>CONTRACTOR shall provide monthly and quarterly reports, and other data tracking tools to collect all required indicators as articulated in this contract, executed within 30 days of the contract.</p>	
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CONTRACTOR shall cooperate with the COUNTY in the collection of data by DCFS related to the performance goals specified herein. The data to be collected should evaluate the link between performance of the behavioral aide service provider, the recommendation of DCFS and the stability of the placement supports. The data analysis should include a consideration of barriers that may have interfered with the performance and outcome goals that would have otherwise improved them.